

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:22:23

## for NASIC / NONE / AIA NASIC / NASIC/18IS / CSS

### T 14 - 01: INTELLIGENCE - INTELLIGENCE RECORDS

**TABLE & RULE: T 14 - 01 R 08.00****TITLE: Sensitive Compartmented Information (SCII) Non-disclosure Agreements (NDA)****AUTHORITY: DAA-GRS-2015-0002-0003****DATE MODIFIED:** 23 / Jan / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

DD Form 1847, Sensitive Compartmented Information Indoctrination Memorandum, or similar forms

**COLUMN C WHICH ARE:**

at 497 IG/INSB

**COLUMN D DISPOSITION:**

Destroy after 70 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 01: SECURITY - LAW ENFORCEMENT RECORDS

**TABLE & RULE: T 31 - 01 R 16.01****TITLE: Physical Security Check Records, Security Container Check Record, Firearm/Ammunition Inventory Records, Field Interviews****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records used on containers/vaults for storing funds at central depositories; or forms/records used in conducting daily inventories; or field interviews which are data gathered about the presence of persons or circumstances in law enforcement patrol areas

**COLUMN C WHICH ARE:**

at central depositories; used in conducting daily inventories; data gathered about the presence of persons or circumstances in law enforcement patrol areas

**COLUMN D DISPOSITION:**

Destroy after 3 months.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 01 R 21.00****TITLE: Entry Control Files****AUTHORITY: DAA-GRS-2017-0006-0015****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

entry control files

**COLUMN C WHICH ARE:**

registers or logs used to record names of outside contractors, service personnel, visitors employees admitted to areas and reports on automobiles and passengers

**COLUMN D DISPOSITION:**

Destroy 2 years after final entry or 2 years after date of document, as appropriate.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 01 R 40.00****TITLE: Alarm Systems Test Records****AUTHORITY: N1-AFU-90-38****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

for intrusion detection alarm systems

**COLUMN C WHICH ARE:**

at security police

**COLUMN D DISPOSITION:**

Destroy when a new form is prepared or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 10.00

**TITLE:** Authority to Escort or Hand-Carry Classified Material

**AUTHORITY:** GRS 18, ITEM 01

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

authorization

#### COLUMN C WHICH ARE:

authority to escort or hand-carry classified material

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 07: SECURITY - INDUSTRIAL SECURITY PROGRAM

### TABLE & RULE: T 31 - 07 R 04.00

**TITLE:** Security Violations Loss or Compromise of Classified Information did not Occur

**AUTHORITY:** N1-AFU-88-38

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur

#### COLUMN C WHICH ARE:

at security police unit providing security oversight of contractor and higher command levels

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 07 R 05.00

**TITLE:** Security Violations Loss or Compromise of Classified Information

**AUTHORITY:** N1-AFU-88-38

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

security violations loss or compromise of classified information

**COLUMN C WHICH ARE:**

reports wherein loss, compromise, or suspected compromise of classified information did occur

**COLUMN D DISPOSITION:**

Destroy after 7 years if contractor facility remains active, 2 years after FCL is terminated, or upon inactivation of facility.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 07 R 06.00**

**TITLE:** Visit Requests

**AUTHORITY:** N1-AFU-88-38

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

copies of requests to visit contractor facility located on Air Force installation

**COLUMN C WHICH ARE:**

at security police unit providing security oversight of contractor

**COLUMN D DISPOSITION:**

Destroy after completion of visit.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM****TABLE & RULE: T 31 - 08 R 10.00**

**TITLE:** Personnel Security Questionnaires

**AUTHORITY:** DAA-GRS-2017-0006-0025

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

personnel security questionnaires, contents of case files created under OPM procedures and regulations such as completed personal history statements, personnel security questionnaires, or comparable forms and case file documents

**COLUMN C WHICH ARE:**

maintained by the personnel security office or the organization

**COLUMN D DISPOSITION:**

Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

## NOTES

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 08 R 22.00

**TITLE:** Foreign Travel

**AUTHORITY:** N1-AFU-89-25

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

personal foreign travel reports from personnel with security clearances, and related records

#### COLUMN C WHICH ARE:

at security manager

#### COLUMN D DISPOSITION:

Destroy after 5 years.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 09: SECURITY - DEFENSE COURIER SERVICE (DCS)

### TABLE & RULE: T 31 - 09 R 01.00

**TITLE:** Receipt to Sender, Authorization Record, Transfer Form, WWMA Data Printouts

**AUTHORITY:** N1-AFU-91-03

**DATE MODIFIED:** 21 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Receipt to Sender (DCS Form 1) at DCS stations and agencies; or Authorization Record (DCS Form 10) at DCS stations; or Transfer Form; or WWMA data printouts which are account or service identification at HQ DCS and DCS Stations

#### COLUMN C WHICH ARE:

at DCS stations and agencies; at DCS stations; Transfer Form; account or service identification at HQ DCS and DCS Stations

#### COLUMN D DISPOSITION:

Destroy after 2 years.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 10: SECURITY - PHYSICAL SECURITY

### TABLE & RULE: T 31 - 10 R 04.00

**TITLE:** Records of Visitors

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records of visitors

#### **COLUMN C WHICH ARE:**

requests for visits to restricted areas

#### **COLUMN D DISPOSITION:**

Destroy 3 months after completion of the visit(s).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 10.00

**TITLE:** Office Projects/Studies Background & Working Materials, Office Projects/Studies Needed to Document Other Records Series

**AUTHORITY:** DAA-GRS-2017-0003-0001

**DATE MODIFIED:** 23 / Jan / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

office projects/studies background and working material

#### **COLUMN C WHICH ARE:**

routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings not needed to document the project/study

#### **COLUMN D DISPOSITION:**

Destroy when no longer needed or on completion of the project/study, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 44: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE ORDERS

### TABLE & RULE: T 33 - 44 R 02.00

**TITLE:** Permanent Orders

**AUTHORITY:** NC1-AFU-85-04

**DATE MODIFIED:** 19 / Mar / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

originals or record copies of G-series special orders and movement orders (MO)

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

Retire as permanent.

### NOTES

- 14 Transfer to the National Archives in 10-year blocks when latest document is 25 years old.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS**

**TABLE & RULE: T 33 - 46 R 28.00**

**TITLE:** Duty Rosters

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

duty rosters

**COLUMN C WHICH ARE:**

rosters, forms and other records

**COLUMN D DISPOSITION:**

Destroy after 6 months or on inactivation of unit, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 49: COMMUNICATIONS AND INFORMATION - ELECTRONIC RECORDS

### TABLE & RULE: T 33 - 49 R 20.00

**TITLE:** Administrative Databases

**AUTHORITY:** GRS 20, ITEM 03B(2)

**DATE MODIFIED:** 16 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

administrative databases

#### **COLUMN C WHICH ARE:**

databases that support administrative or housekeeping functions, containing information derived from or replace hard copy records authorized for destruction if the hard copy records are maintained in organized files

#### **COLUMN D DISPOSITION:**

Delete information in the database when no longer needed.

### NOTES

11 Also see Table 33-14.

16 The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 51 R 07.00

**TITLE:** Temporary Electronic Storage Devices Used to Move or Share Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 01 / May / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

electronic files, documents, records, and information on laptops, portable storage (thumb drives, disks, tapes, etc.) created or used

**COLUMN C WHICH ARE:**

between locations, permanently or temporarily, used when sharing records, and or when transporting records to and from one point to another. File new records in the organizational repository or shared drive within 3 days of return to the office of record to enable record sharing and ensure inclusion in network backups

**COLUMN D DISPOSITION:**

Erase records from storage device when no longer needed. If storage media cannot be reused, destroy.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 51 R 17.00**

**TITLE:** Other Records Management Operations

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records related to requests for filing equipment, presentation of training courses and other records management operations not covered elsewhere

**COLUMN C WHICH ARE:**

at Records Management Offices and FARMS

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 47 Not authorized for retirement to a federal records center.

**TABLE & RULE: T 33 - 51 R 23.00**

**TITLE:** Freedom of Information Act (FOIA) Program

**AUTHORITY:** DAA-GRS-2013-0007-0006,DAA-GRS-2016-0013-0003

**DATE MODIFIED:** 14 / Mar / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

annual FOIA report and correspondence relating to administering the FOIA and responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, to requests which are referred to another agency for action and to requests for which no records were found

**COLUMN C WHICH ARE:**

correspondence relating to administering the FOIA

**COLUMN D DISPOSITION:**

Destroy after 3 years

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## NOTES

- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 eFOIA has been validated as a scheduled system for records under this table and rule.

## T 35 - 01: PUBLIC AFFAIRS - PUBLIC AFFAIRS

### TABLE & RULE: T 35 - 01 R 10.00

**TITLE:** Special Events Planning

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

special events planning

#### COLUMN C WHICH ARE:

correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc.

#### COLUMN D DISPOSITION:

Destroy after 4 years, or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 02.00

**TITLE:** Personnel Information File (PIF)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level

#### COLUMN C WHICH ARE:

kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File

#### COLUMN D DISPOSITION:

Retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 37 On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

**TABLE & RULE: T 36 - 12 R 14.00**  
**TITLE: Family Care Responsibilities**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 23 / Apr / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

AF Form 357, Family Care Certification

**COLUMN C WHICH ARE:**

at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office

**COLUMN D DISPOSITION:**

Destroy when superseded, member is reassigned, or no longer required to document dependent care plan.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 36 - 16: PERSONNEL - PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS**

**TABLE & RULE: T 36 - 16 R 02.00**  
**TITLE: All Copies of UIF Summary**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

all copies of UIF summary

**COLUMN C WHICH ARE:**

at MAJCOMs/FOAs/units and the original of the UIF summary maintained in the UIF

**COLUMN D DISPOSITION:**

Unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit.

**NOTES**

- 14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 44 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.

## T 36 - 17: PERSONNEL - MILITARY PERSONNEL TESTING RECORDS

**TABLE & RULE:** T 36 - 17 R 26.00

**TITLE:** AF Form 1566

**AUTHORITY:** N/A

**DATE CREATED:** 31 / Mar / 2008

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Listing of airman's weighted airmen promotion system (WAPS) tests taken

**COLUMN C WHICH ARE:**

The correct tests

**COLUMN D DISPOSITION:**

File locally and destroy when answer sheets are processed by AFPC and reflected in WAPS Information Retrieval (WIRE)

## T 36 - 40: PERSONNEL - TRAINING MATERIALS

**TABLE & RULE:** T 36 - 40 R 01.00

**TITLE:** Curriculum Materials Used in Formal Training Courses-Current Courses, Nonrecord Sets of Current Training Materials etc

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Apr / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines ALSO: Mobile Training Set/Equipment Files (MTS)

**COLUMN C WHICH ARE:**

for current courses, except those covered by rules 2 and 2.1

**COLUMN D DISPOSITION:**

Destroy when superseded or revised.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 64 - 04: CONTRACTING - CONTRACT PERFORMANCE

### TABLE & RULE: T 64 - 04 R 26.00

**TITLE:** Government-Wide Purchase Card (GPC) (IMPAC) Program Administration at Program Coordinator Office

**AUTHORITY:** DAA-GRS-2013-0003-0001

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 08 / Feb / 2017

#### COLUMN B CONSISTING OF:

administrative support and control of the Government-Wide Purchase Card (GPC) system and associated reports, including records of surveillance and all other administrative actions

#### COLUMN C WHICH ARE:

at Program Coordinator Office

#### COLUMN D DISPOSITION:

Destroy after 10 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

### TABLE & RULE: T 65 - 01 R 29.00

**TITLE:** Government Contractor-Issued Travel Card

**AUTHORITY:** DAA-GRS-2013-0003-0001

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records

#### COLUMN C WHICH ARE:

at unit coordinator, applicant office or recruiting office and comply with DoD 7000.14-R, Volume 9, Chapter 3, 030504-C and Volume 5, Chapter 21, Paragraph 210101 on holding the records

#### COLUMN D DISPOSITION:

Destroy when 10 years old.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 04: FINANCIAL MANAGEMENT - FINANCIAL STATEMENTS AND CONTROLLED REPORTS

**TABLE & RULE: T 65 - 04 R 14.00**

**TITLE: R&D JOCAS Tables, Detailed Listings**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 02 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

JOCAS, management reports and the job order register listing for the last month of the FY

**COLUMN C WHICH ARE:**

at field AFOs supporting R&D job order cost accounting

**COLUMN D DISPOSITION:**

Destroy 4 years after FY in which created or when no longer needed, whichever is later.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 30: FINANCIAL MANAGEMENT - JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

**TABLE & RULE: T 65 - 30 R 05.00**

**TITLE: Leave Request/Authorization for Internal Management Purposes**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

request and authorizations

**COLUMN C WHICH ARE:**

leave request/authorization for internal management purposes

**COLUMN D DISPOSITION:**

Forward Part III to unit.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:23:30

## for NASIC / NONE / AIA NASIC / NASIC/AC / AC

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 19: COMMUNICATIONS AND INFORMATION - VISUAL INFORMATION (VI) LIBRARY SERVICES

**TABLE & RULE: T 33 - 19 R 13.00****TITLE: Signature Cards****AUTHORITY: N1-AFU-89-12****DATE MODIFIED:** 03 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

signature card (DD Form 577, Signature Card)

**COLUMN C WHICH ARE:**

for individuals requesting or receipting for classified VI products

**COLUMN D DISPOSITION:**

Destroy upon reassignment, transfer, or separation of customer.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 38: COMMUNICATIONS AND INFORMATION - PUBLICATIONS MANAGEMENT

### TABLE & RULE: T 33 - 38 R 03.00

**TITLE:** Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Do Not Have AF-wide or MAJ

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Oct / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

record sets of publications, manuals, staff digests and supplements

#### **COLUMN C WHICH ARE:**

major subordinate commands and below

#### **COLUMN D DISPOSITION:**

Destroy 7 years after superseded or obsolete.

### NOTES

- 86** Retain as current records until the publication is rescinded, superseded, or obsolete (Superseded is the action by which a new/revised publication is issued to replace the older version). Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire as indicated.
- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### **COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### **COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51** This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 44 - 05: MEDICAL - DRUG ABUSE TESTING PROGRAM

**TABLE & RULE:** T 44 - 05 R 01.00

**TITLE:** Drug Abuse Testing Rosters, Random Selection Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

drug abuse testing rosters, random selection records

**COLUMN C WHICH ARE:**

at base medical facility and unit level

**COLUMN D DISPOSITION:**

Destroy 3 months after all members listed are tested or a no show record is prepared or received.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 02: FINANCIAL MANAGEMENT - BUDGET

**TABLE & RULE:** T 65 - 02 R 26.00

**TITLE:** Appropriations Status Reports - FY-End

**AUTHORITY:** DAA-GRS-2015-0006-0003

**DATE CREATED:** 16 / May / 2003

**DATE MODIFIED:** 27 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

appropriations status reports - FY-end

**COLUMN C WHICH ARE:**

end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data

**COLUMN D DISPOSITION:**

Destroy 5 years after the close of the last FY to which the report pertains.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:24:10

## for NASIC / NONE / AIA NASIC / NASIC/AC / ACA

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

**TABLE & RULE: T 14 - 10 R 01.00****TITLE: Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs****AUTHORITY: DAA-GRS-2016-0002-0002****DATE MODIFIED:** 09 / Feb / 2016**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 09 / Feb / 2016**COLUMN B CONSISTING OF:**

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

**NOTES**

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

## T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

### TABLE & RULE: T 17 - 06 R 07.00

**TITLE:** Information Technology (IT) Management Documents

**AUTHORITY:** N1-AFU-88-01

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

#### COLUMN C WHICH ARE:

used to document the management of IT assets

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 13.00

**TITLE:** Security Termination Statements, Suspense Receipt/Destruction Certificate, Security Incidents

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 21 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

security incidents for other security incidents; or record suspense receipt and destruction certificate file for SECRET material inactive records which are receipt for classified material or destruction certificates; or statements completed when terminating access to special program material at unit of assignment; or security termination statements in the Unit Personnel Records Group (UPRG) which are statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; or security termination statements at unit of assignment for civilian personnel

#### COLUMN C WHICH ARE:

security incidents for other security incidents; receipt for classified material or destruction certificates; at unit of assignment; statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; at unit of assignment for civilian personnel

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 20.00****TITLE: Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses****AUTHORITY: N1-AFU-88-37****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

record suspense receipt and destruction certificate file

**COLUMN C WHICH ARE:**

for SECRET material normal suspenses

**COLUMN D DISPOSITION:**

Destroy upon return of signed receipt.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 35.00****TITLE: Special Access Program, Program Plans and Security Instructions****AUTHORITY: N1-AFU-88-37****DATE MODIFIED:** 20 / Nov / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

authorization to establish program, reports, reviews and other related records at Air Force Security Forces Center (AFSFC) and program OPRs; or program plans and security instructions at program OPR

**COLUMN C WHICH ARE:**

at Air Force Security Forces Center (AFSFC) and program OPRs; at program OPR

**COLUMN D DISPOSITION:**

Destroy 2 years after the program is terminated.

**NOTES**

- 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 19: COMMUNICATIONS AND INFORMATION - VISUAL INFORMATION (VI) LIBRARY SERVICES

**TABLE & RULE: T 33 - 19 R 13.00**

**TITLE: Signature Cards**

**AUTHORITY: N1-AFU-89-12**

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

signature card (DD Form 577, Signature Card)

**COLUMN C WHICH ARE:**

for individuals requesting or receipting for classified VI products

**COLUMN D DISPOSITION:**

Destroy upon reassignment, transfer, or separation of customer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

**TABLE & RULE: T 33 - 34 R 14.00**

**TITLE: Accountable Container Receipts**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

**TABLE & RULE:** T 33 - 43 R 05.00

**TITLE:** Suspense Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

file copies or extra copies of communications, forms, notes, etc.

### **COLUMN C WHICH ARE:**

used to manage correspondence flow

### **COLUMN D DISPOSITION:**

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 44: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE ORDERS

**TABLE & RULE:** T 33 - 44 R 06.00

**TITLE:** Automated Orders Data System

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 02 / Aug / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

automated orders data system

### **COLUMN C WHICH ARE:**

identification data in computer or data systems and used to prepare temporary duty travel orders

### **COLUMN D DISPOSITION:**

Destroy when the individual to whom the data pertains is reassigned.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. (Defined in AFI 33-124) (Not covered elsewhere)

#### COLUMN C WHICH ARE:

at preparing, monitoring and intermediate activities

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 14.00****TITLE: Official Visits/Staff Visits at Offices Performing Visits****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

**COLUMN C WHICH ARE:**

not made a part of or needed to document another records series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00**

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 51 R 03.00

**TITLE:** Retirement, Transfer, or Shipment of Records (SF 135, SF 258)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

forms and related correspondence used to retire, transfer or ship records

#### COLUMN C WHICH ARE:

at offices of initiators below HQ USAF for records placed in staging areas

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 10 See AFI 33-364 for procedure when the SF 135 is used as a receipt for classified records.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 52 Forward to the next higher records management office on inactivation.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

## NOTES

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

### TABLE & RULE: T 65 - 22 R 04.00

**TITLE:** Applications for Leave - Where Time and Attendance Initialed by Employee

**AUTHORITY:** GRS 02, ITEM 06A

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

leave applications for other than home leave or telecommuting, used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms

#### COLUMN C WHICH ARE:

at supervisor's operating area

#### COLUMN D DISPOSITION:

Destroy at end of pay period.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 84 - 01: HISTORY - HISTORICAL PROGRAM RECORDS

### TABLE & RULE: T 84 - 01 R 07.00

**TITLE:** Historical Research and Reference

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

special collections of policy directives, staff studies, correspondence and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference

#### COLUMN C WHICH ARE:

collected and maintained by historians at HQ USAF/HQ AFHRA/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies and reports for the purpose of continued historical reference

#### COLUMN D DISPOSITION:

Destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner.

## NOTES

- 11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 62 Upon inactivation of groups, wings, and higher level organizations, and units that operated bases or Air Force stations, screening and final disposition of all historical research and reference records, including microfilm, will coordinate with the Air Force Historical Research Agency/ISA.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:24:53

## for NASIC / NONE / AIA NASIC / NASIC/AC / ACL

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

**TABLE & RULE: T 31 - 04 R 20.00****TITLE: Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses****AUTHORITY: N1-AFU-88-37****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

record suspense receipt and destruction certificate file

**COLUMN C WHICH ARE:**

for SECRET material normal suspenses

**COLUMN D DISPOSITION:**

Destroy upon return of signed receipt.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### COLUMN C WHICH ARE:

at postal activities, originating offices and official mail activities

#### COLUMN D DISPOSITION:

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

#### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:25:38

## for NASIC / NONE / AIA NASIC / NASIC/AC / ACN

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

**TABLE & RULE: T 14 - 10 R 01.00****TITLE: Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs****AUTHORITY: DAA-GRS-2016-0002-0002****DATE MODIFIED:** 09 / Feb / 2016**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 09 / Feb / 2016**COLUMN B CONSISTING OF:**

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

**NOTES**

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

### TABLE & RULE: T 31 - 08 R 02.00

**TITLE:** Emergency or Special Access Certificates

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

documents and related correspondence

#### COLUMN C WHICH ARE:

at units of assignments or issuing authorities

#### COLUMN D DISPOSITION:

Destroy upon termination of access.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### COLUMN C WHICH ARE:

at postal activities, originating offices and official mail activities

#### COLUMN D DISPOSITION:

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. (Defined in AFI 33-124) (Not covered elsewhere)

**COLUMN C WHICH ARE:**

at preparing, monitoring and intermediate activities

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

**TABLE & RULE: T 33 - 45 R 09.00**

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 45 R 16.00**

**TITLE:** Technical/Specialized Reference Materials

**AUTHORITY:** GRS 14, ITEM 14

**DATE MODIFIED:** 13 / Sep / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

technical/specialized reference materials NOT record copies of reference material covered by Rule 15 of this table.

**COLUMN C WHICH ARE:**

considered worthy of permanent retention or disposition by other than actual destruction; materials have value and may be used indefinitely as reference materials, and may include comprehensive plans that may be used by Air Force members to determine efforts, outcomes, risks, and events.

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**



## NOTES

- 39 Identify if necessary general reference publications and technical/specialized reference materials for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

## NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 03.00

**TITLE:** Special Honors, Trophies and Awards at Intermediate Headquarters and All Nonselected Nominations...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence ALSO: Approved/Disapproved AF Achievement & Unit/Campaign Awards @ Awarding/Disapproving Authority, Favorable Communications, Outstanding Personnel Programs, AF Maintenance Awards Approved/Disapproved @ Intermed. HQ, AF Maintenance Awards Disapproved @ Initiating Activities, Transportation Awards, Air Traffic Control Annual Awards Nonselected, Aircraft, Air Weapons Controller Badge, Air Traffic Controller Badge, AF Communications & Information Mgmt. Awards, Aircraft & Munitions Maintenance Badge Disapproved Awards @ Disapproving Authority, Manpower Awards Disapproved (Record Copy) @ MAJCOM, Manpower Awards Initiating Activity, Acquisition Awards @ Initiating Activities

#### COLUMN C WHICH ARE:

at intermediate headquarters and all nonselected nominations

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:28:05

## for NASIC / NONE / AIA NASIC / NASIC/AC / ACY

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 07: INTELLIGENCE - DIGITAL DATA RECORDS

**TABLE & RULE: T 14 - 07 R 05.00****TITLE: Research Reference Records****AUTHORITY: N1-AFU-78-49****DATE MODIFIED:** 13 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance

**COLUMN C WHICH ARE:**

held by the producing activity

**COLUMN D DISPOSITION:**

Destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 37 They may also include intelligence information; see tables in 14-series for disposition instructions.

## T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

### TABLE & RULE: T 17 - 06 R 07.00

**TITLE:** Information Technology (IT) Management Documents

**AUTHORITY:** N1-AFU-88-01

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

#### COLUMN C WHICH ARE:

used to document the management of IT assets

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

### TABLE & RULE: T 33 - 43 R 05.00

**TITLE:** Suspense Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

file copies or extra copies of communications, forms, notes, etc.

#### COLUMN C WHICH ARE:

used to manage correspondence flow

#### COLUMN D DISPOSITION:

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

**TABLE & RULE:** T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

### **COLUMN C WHICH ARE:**

maintained by supervisor

### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### **NOTES**

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68** HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:30:35

## for NASIC / NONE / AIA NASIC / NASIC/CC / CC

### T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 02.00****TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

**COLUMN C WHICH ARE:**

created or received by any office not covered by Rule 1

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 09.00****TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

#### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 49: COMMUNICATIONS AND INFORMATION - ELECTRONIC RECORDS****TABLE & RULE: T 33 - 49 R 24.00**

**TITLE:** Electronic Mail (E-Mails)

**AUTHORITY:** DAA-GRS-2016-0016-0002

**DATE MODIFIED:** 23 / Jan / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

e-mails and attachments that meet the definition of Federal records and resident on computer email systems and or back-up tapes beyond 120 days

**COLUMN C WHICH ARE:**

in/on the senders' or recipients' e-mail accounts will be destroyed. DoD Policy Memo, dated 2 Mar 05 and AF CIO Policy dated Memo, 28 Feb 2005, place responsibility for filing these records into electronic record keeping system or the shared drive on the sender. E-mail recipients have copies, not records and do not file unless they have a task to perform or respond to, then the email and response are filed together.

**COLUMN D DISPOSITION:**

Deleted from e-mail system after 120 days.

**NOTES**

- 11 Also see Table 33-14.
- 16 The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## NOTES

- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2017-0007-0012

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2016-0015-0003

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

## NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

## NOTES

- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35** For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60** Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60** Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:41:04

## for NASIC / NONE / AIA NASIC / NASIC/DP / DP

### T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

**TABLE & RULE: T 33 - 34 R 14.00****TITLE: Accountable Container Receipts****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

#### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.



## NOTES

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:43:58

## for NASIC / NONE / AIA NASIC / NASIC/DP / DPC

### T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

**TABLE & RULE: T 25 - 03 R 01.00****TITLE:** Support Agreements and Memoranda of Understandings (MOUs)**AUTHORITY:** N1-AFU-88-30**DATE MODIFIED:** 03 / Oct / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Support Agreements and Memoranda of Understanding (MOU) that set procedures required or services to be rendered. Include reports and related records concerning the services rendered or assignment of real property and facilities to tenant or attached units; interservice support agreements and or related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; support agreements accomplished under other than AFI 25-201 and DoDI 4000.19, or procurement directives written outside the policy above.

**COLUMN C WHICH ARE:**

records and modifications relating to or about services rendered, assignment of real property and or facilities to tenant and units, regardless of location.

**COLUMN D DISPOSITION:**

Destroy 6 years after agreement is terminated. If an agreement is superseded, destroy the outdated version as soon as the new agreement goes into affect.

### T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 04.00****TITLE:** Transitory Material**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

transitory material

**COLUMN C WHICH ARE:**

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

**COLUMN D DISPOSITION:**

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 05.00****TITLE:** Reading File**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

reading file

**COLUMN C WHICH ARE:**

extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes and are maintained in a separate chronological file

**COLUMN D DISPOSITION:**

Destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL****TABLE & RULE: T 33 - 43 R 05.00**

**TITLE:** Suspense Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

file copies or extra copies of communications, forms, notes, etc.

**COLUMN C WHICH ARE:**

used to manage correspondence flow

**COLUMN D DISPOSITION:**

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 44: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE ORDERS

### TABLE & RULE: T 33 - 44 R 05.00

**TITLE:** Copies of Orders Covered by Rules 2 Through 4

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / Feb / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

other copies distributed to any Air Force activity for information or other record purposes (includes MPF administrative file copies)

#### **COLUMN C WHICH ARE:**

orders covered by Rules 2 through 4

#### **COLUMN D DISPOSITION:**

Destroy when no longer needed or apply same disposition as files they record (see other tables in this regulation), as appropriate.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

precedent files

#### **COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 49: COMMUNICATIONS AND INFORMATION - ELECTRONIC RECORDS

### TABLE & RULE: T 33 - 49 R 20.00

**TITLE:** Administrative Databases

**AUTHORITY:** GRS 20, ITEM 03B(2)

**DATE MODIFIED:** 16 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

administrative databases

#### **COLUMN C WHICH ARE:**

databases that support administrative or housekeeping functions, containing information derived from or replace hard copy records authorized for destruction if the hard copy records are maintained in organized files

#### **COLUMN D DISPOSITION:**

Delete information in the database when no longer needed.

### NOTES

11 Also see Table 33-14.

16 The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 15: PERSONNEL - CLASSIFICATION AND ASSIGNMENT RECORDS

### TABLE & RULE: T 36 - 15 R 01.00

**TITLE:** Classification and Assignment Records, Personnel Action Forms in Field Record Group

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes

#### **COLUMN C WHICH ARE:**

in field record group

#### **COLUMN D DISPOSITION:**

Dispose of per AFI 36-2608.

### NOTES

- 14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 37 When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for MPF administrative section, and return original and all other copies to the originator.

## T 36 - 27: PERSONNEL - STAFFING

### TABLE & RULE: T 36 - 27 R 19.00

**TITLE:** Affirmative Actions for Minorities and Women and Disabled

**DATE MODIFIED:** 09 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment

#### **COLUMN C WHICH ARE:**

at MAJCOMs and below

#### **COLUMN D DISPOSITION:**

Destroy after 3 years or when superseded or obsolete, whichever is applicable.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 29: PERSONNEL - EMPLOYEE-MANAGEMENT RELATIONS

### TABLE & RULE: T 36 - 29 R 04.01

**TITLE:** Awards from Other Government Agencies or Private Organizations

**AUTHORITY:** DAA-GRS-2017-0007-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

awards from other government agencies or private organization

#### **COLUMN C WHICH ARE:**

correspondence or memoranda

#### **COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 36** When a class action complaint is filed, refer to Table 36-29, Rule 2.

## T 36 - 30: PERSONNEL - CLASSIFICATION

### TABLE & RULE: T 36 - 30 R 02.00

**TITLE:** Position Descriptions Other Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 10 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

position descriptions other copies

#### **COLUMN C WHICH ARE:**

files describing established positions, including information on title, series, grade, duties and responsibilities

#### **COLUMN D DISPOSITION:**

Destroy when position is abolished or position description superseded.

### NOTES

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 38 - 05: MANPOWER AND ORGANIZATION - COMMITTEE AND BOARD RECORDS

### TABLE & RULE: T 38 - 05 R 07.00

**TITLE:** Administrative Support Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence and other related papers reflecting the position taken on policy development or other board/committee deliberations

#### COLUMN C WHICH ARE:

chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:44:52

## for NASIC / NONE / AIA NASIC / NASIC/DP / DPD

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****AUTHORITY:** N1-AFU-90-03**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

**TABLE & RULE: T 33 - 46 R 14.00****TITLE: Official Visits/Staff Visits at Offices Performing Visits****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****AUTHORITY:** N1-AFU-90-03**COLUMN B CONSISTING OF:**

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

**COLUMN C WHICH ARE:**

not made a part of or needed to document another records series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 51 R 17.00

**TITLE:** Other Records Management Operations

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records related to requests for filing equipment, presentation of training courses and other records management operations not covered elsewhere

#### COLUMN C WHICH ARE:

at Records Management Offices and FARMS

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 47 Not authorized for retirement to a federal records center.

## T 36 - 28: PERSONNEL - EMPLOYEE CAREER DEVELOPMENT

### TABLE & RULE: T 36 - 28 R 04.00

**TITLE:** Training Through Installation Facilities Individ. Course Folders, Training Through Other Than Installation Facilities [cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

containing training forms or comparable forms, course outlines, attendance and rating records and related materials ALSO: Long-Term Full-Time Training and Career Broadening Assignments Made Under the Auspices of Centrally Managed Career Programs, Development Opportunity Program (DOP)

#### COLUMN C WHICH ARE:

official and basic records of completed training courses

#### COLUMN D DISPOSITION:

Destroy 2 years after course is completed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 64 - 04: CONTRACTING - CONTRACT PERFORMANCE

### TABLE & RULE: T 64 - 04 R 26.00

**TITLE:** Government-Wide Purchase Card (GPC) (IMPAC) Program Administration at Program Coordinator Office

**AUTHORITY:** DAA-GRS-2013-0003-0001

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 08 / Feb / 2017

#### COLUMN B CONSISTING OF:

administrative support and control of the Government-Wide Purchase Card (GPC) system and associated reports, including records of surveillance and all other administrative actions

#### COLUMN C WHICH ARE:

at Program Coordinator Office

#### COLUMN D DISPOSITION:

Destroy after 10 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 04 R 26.01

**TITLE:** Government-wide Purchase Card (GPC) (IMPAC) Program Administration at Using Office

**AUTHORITY:** DAA-GRS-2013-0003-0001 AND FAR 4.805(B)(3)

**DATE CREATED:** 24 / Apr / 2003

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 08 / Feb / 2017

#### COLUMN B CONSISTING OF:

receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance.

#### COLUMN C WHICH ARE:

at approving official and cardholder unit level

#### COLUMN D DISPOSITION:

Destroy 10 years after final payment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 02: FINANCIAL MANAGEMENT - BUDGET

TABLE & RULE: T 65 - 02 R 14.00

TITLE: Program Project and Appropriation Control

AUTHORITY: GRS 05, ITEM 04

DATE MODIFIED: 01 / Oct / 2007  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

COLUMN B CONSISTING OF:

program project and appropriation control

COLUMN C WHICH ARE:

funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports and supporting documents for monitoring obligations of funds

COLUMN D DISPOSITION:

Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:45:29

## for NASIC / NONE / AIA NASIC / NASIC/DP / DPM

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 09.00****TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]**DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****AUTHORITY:** N1-AFU-90-03**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

**TABLE & RULE: T 33 - 51 R 02.00****TITLE:** Files Maintenance and Disposition (Media Neutral)**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****AUTHORITY:** N1-AFU-90-03**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 16.01

**TITLE:** Individual Management Augmentee (IMA) Folders

**AUTHORITY:** NI-AFU-93-16

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level

#### COLUMN C WHICH ARE:

with Unit Reserve Coordinators

#### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed. At time of reassignment or separation, forward the record to the member; and if reassigned within the command, forward the record to the gaining unit.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.



## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 02.00

**TITLE:** Special Honors, Trophies and Awards at Initiating Activities...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

#### COLUMN C WHICH ARE:

at initiating activities

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 38 - 03: MANPOWER AND ORGANIZATION - MANPOWER AND ORGANIZATION

### TABLE & RULE: T 38 - 03 R 11.00

**TITLE:** Manpower Authorization Machine Listing of Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

manpower authorization machine listing of data

#### COLUMN C WHICH ARE:

derived from the manpower authorization file

#### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 18.00

**TITLE:** Manpower Change Requests Approved/Disapproved Requests Below MAJCOMs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements

**COLUMN C WHICH ARE:**

below MAJCOMs

**COLUMN D DISPOSITION:**

Destroy 1 year after implementation or disapproval.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 03 R 35.00****TITLE: Contract Manpower Equivalent (CME)****AUTHORITY: PENDING AUTHORITY****DATE CREATED:** 04 / Sep / 2003**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

all documents used to calculate, validate, create or support contract manpower equivalents

**COLUMN C WHICH ARE:**

maintained at all levels below HQ USAF

**COLUMN D DISPOSITION:**

Disposition pending...

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 38 - 04: MANPOWER AND ORGANIZATION - PEACETIME PROGRAM RECORDS****TABLE & RULE: T 38 - 04 R 14.00****TITLE: USAF Organizational Records at Other Than Issuing Activities****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

DAF directives which direct organizational actions, HQ USAF/PRP DAF movement directives for the movement of AF units, including DAF movement directives issued by overseas commands that effect payment for travel and relocation of people and units and background to records described in Rule 15

**COLUMN C WHICH ARE:**

at other than issuing activities

**COLUMN D DISPOSITION:**

Destroy 1 year after action is completed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## NOTES

- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 04 R 15.00

**TITLE:** USAF Organizational Records Requests for Action and Justification Thereof

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

USAF organizational records requests for action and justification thereof

#### COLUMN C WHICH ARE:

studies, movement directives, requests for orders and other related records

#### COLUMN D DISPOSITION:

Destroy 1 year after action is completed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 04 R 21.00

**TITLE:** Resource Category Programs at Subordinate Commands Below MAJCOM Level

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-86-66

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record sets of program documents as input to the DOD Planning, Programming, and Budget System (PPBS) and Five Year Defense Program (FYDP), including Program Objective Memorandum (POM), Joint Program Assessment Memorandum (JPAM), Budget Estimate Submission (BES), other program records prescribed by AFI 16-501, Control and Documentation of Air Force Programs; DODI 7045.7, Implementation of the Planning, Programming and Budgeting System, May 23, 1984; and essential background data

#### COLUMN C WHICH ARE:

below MAJCOM level

#### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:34:05

## for NASIC / NONE / AIA NASIC / NASIC/CC / FM

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00****TITLE: Office Administrative Files and Schedule of Daily Activities****AUTHORITY: DAA-GRS-2016-0016-0001****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 28: PERSONNEL - EMPLOYEE CAREER DEVELOPMENT

### TABLE & RULE: T 36 - 28 R 04.00

**TITLE:** Training Through Installation Facilities Individ. Course Folders, Training Through Other Than Installation Facilities [cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

containing training forms or comparable forms, course outlines, attendance and rating records and related materials ALSO: Long-Term Full-Time Training and Career Broadening Assignments Made Under the Auspices of Centrally Managed Career Programs, Development Opportunity Program (DOP)

#### COLUMN C WHICH ARE:

official and basic records of completed training courses

#### COLUMN D DISPOSITION:

Destroy 2 years after course is completed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

### TABLE & RULE: T 65 - 01 R 24.00

**TITLE:** Economic Resource Impact Statements (ERIS) - Reference Copies

**AUTHORITY:** N1-AFU-90-52

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Economic Resource Impact Statements (ERIS)

#### COLUMN C WHICH ARE:

includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports

#### COLUMN D DISPOSITION:

Destroy when obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 01 R 29.00

**TITLE:** Government Contractor-Issued Travel Card

**AUTHORITY:** DAA-GRS-2013-0003-0001

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records

**COLUMN C WHICH ARE:**

at unit coordinator, applicant office or recruiting office and comply with DoD 7000.14-R, Volume 9, Chapter 3, 030504-C and Volume 5, Chapter 21, Paragraph 210101.on holding the records

**COLUMN D DISPOSITION:**

Destroy when 10 years old.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 02: FINANCIAL MANAGEMENT - BUDGET****TABLE & RULE: T 65 - 02 R 14.00**

**TITLE:** Program Project and Appropriation Control

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**AUTHORITY:** GRS 05, ITEM 04

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

program project and appropriation control

**COLUMN C WHICH ARE:**

funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports and supporting documents for monitoring obligations of funds

**COLUMN D DISPOSITION:**

Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 03: FINANCIAL MANAGEMENT - AUDITING

**TABLE & RULE: T 65 - 03 R 01.00**

**TITLE: Reports of Audit**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

includes Air Force-level and installation-level reports of audit; public accountant non-appropriated funds audit reports. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (Rule 7)

### **COLUMN C WHICH ARE:**

at all audit agency activities

### **COLUMN D DISPOSITION:**

Destroy 5 years after fiscal year.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 21: FINANCIAL MANAGEMENT - TRAVEL RECORDS

**TABLE & RULE: T 65 - 21 R 16.00**

**TITLE: Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information)**

**AUTHORITY: DAA-GRS-2013-0003-0001**

**DATE CREATED:** 27 / May / 2004

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

original or copies of receipts, documents, statements of transactions and accountability, vouchers, disbursement schedules and all records documenting the basic financial transaction, money received and money paid out or deposited for activities relating or occurring during the course of conducting agency business. Audit records include, but are not limited to Air Force, Standard and Optional forms which document basic financial transactions (i.e. SF 215, SF 224, SF 1012, SF 1034, SF 1036, SF 1038, SF 1047, SF 1069, SF 1080, SF 1081, SF 1096, SF 1097, SF 1098, SF 1113, SF 1129, SF 1143, SF 1145, SF 1154, SF 1156, SF 1164, SF 1166, SF 1185, SF 1218, SF 1219, SF 1220, SF 1221, OF 1114, OF 1114A, OF 1114B, etc.)

### **COLUMN C WHICH ARE:**

held for onsite audits and include, but are not limited to audits, vouchers, contracts, statements of transactions and accountability, and other supporting documents for DTS and RTS travelers as directed by DoDFMR, Vol 9, Chapter 2.

### **COLUMN D DISPOSITION:**

Destroy 10 years after period covered by account.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:46:13

## for NASIC / NONE / AIA NASIC / NASIC/GS / GS

### T 32 - 25: CIVIL ENGINEERING - ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

**TABLE & RULE: T 32 - 25 R 02.00****TITLE: Copies of Operating Logs, Logs Covering All Subsequent Years Operation****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 21 / Jul / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

operating logs; logs

**COLUMN C WHICH ARE:**

copies of logs in Rule 1; covering all subsequent years operation

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 47 Not authorized for retirement to a federal records center.

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00****TITLE: Office Administrative Files and Schedule of Daily Activities****AUTHORITY: DAA-GRS-2016-0016-0001****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## NOTES

- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

### TABLE & RULE: T 65 - 01 R 08.00

**TITLE:** Internal Controls Compliance Reviews

**AUTHORITY:** N1-AFU-86-63

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

internal controls compliance reviews

#### COLUMN C WHICH ARE:

letters, checklists, reports of finding and records pertaining to compliance-type reviews

#### COLUMN D DISPOSITION:

Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:48:01

## for NASIC / NONE / AIA NASIC / NASIC/GS / GSI

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 17 - 06 R 08.00****TITLE: Information Technology (IT) Invoices and Other Documents Not Covered Elsewhere****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 09 / Apr / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

contractor invoices or documents, background information, physical inventory and General Ledger Account Code (GLAC)

**COLUMN C WHICH ARE:**

used to document purchase, acceptance, transfer, or reconciliation of account or expenditures

**COLUMN D DISPOSITION:**

Destroy after 3 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 03.00

**TITLE:** Dispatch & Delivery Receipts on Accountable Mail, Receipt Authorizations, Acct Certification of Official Mail

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 24 / Sep / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Receipt for Certified or Registered Mail; , Delivery Notice or Receipt; Delivery Reminder or Receipt; , Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; Manifold Registry Dispatch Book; Receipt Authorizations, Firm Mailing Book for Registered, Insured, COD, Certified and Express Mail; Firm Delivery Book-Registered, Certified and Numbered Insured Mail; Transportation Control and Movement Document

#### COLUMN C WHICH ARE:

at postal activities, unit mail rooms, and functional offices where official mail activities occur to include records documenting receipt of official mail

#### COLUMN D DISPOSITION:

Destroy when superseded, or 2 years after creation.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 49 When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### COLUMN C WHICH ARE:

at postal activities, originating offices and official mail activities

#### COLUMN D DISPOSITION:

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 04.00**

**TITLE: Transitory Material**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

transitory material

### **COLUMN C WHICH ARE:**

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

### **COLUMN D DISPOSITION:**

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

**TABLE & RULE: T 33 - 43 R 05.00**

**TITLE: Suspense Control**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

file copies or extra copies of communications, forms, notes, etc.

### **COLUMN C WHICH ARE:**

used to manage correspondence flow

### **COLUMN D DISPOSITION:**

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 05.00

**TITLE:** Finding Aids

**AUTHORITY:** DAA-GRS-2013-0002-0016

**DATE MODIFIED:** 05 / Feb / 2016

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 05 / Feb / 2016

#### COLUMN B CONSISTING OF:

finding aids

#### COLUMN C WHICH ARE:

indexes, lists, registers and other finding aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records

#### COLUMN D DISPOSITION:

Destroy or delete with the related records.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 15.00**

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

**COLUMN C WHICH ARE:**

not made a part of or needed to document another records series

**COLUMN D DISPOSITION:**

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

## NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 14.00

**TITLE:** Family Care Responsibilities

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Apr / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

AF Form 357, Family Care Certification

#### COLUMN C WHICH ARE:

at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office

#### COLUMN D DISPOSITION:

Destroy when superseded, member is reassigned, or no longer required to document dependent care plan.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** DAA-GRS-2017-0007-0012

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 02.00

**TITLE:** Special Honors, Trophies and Awards at Initiating Activities...[cont.]

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

#### COLUMN C WHICH ARE:

at initiating activities

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 38: PERSONNEL - INDIVIDUAL ACADEMIC RECORDS

**TABLE & RULE:** T 36 - 38 R 28.00

**TITLE:** OJT Training

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

training

**COLUMN C WHICH ARE:**

OJT training

**COLUMN D DISPOSITION:**

Send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

**TABLE & RULE:** T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

**COLUMN C WHICH ARE:**

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

**COLUMN D DISPOSITION:**

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.

NOTES

60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:49:02

## for NASIC / NONE / AIA NASIC / NASIC/GS / GSM

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

**TABLE & RULE: T 14 - 10 R 01.00****TITLE: Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs****AUTHORITY: DAA-GRS-2016-0002-0002****DATE MODIFIED:** 09 / Feb / 2016**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 09 / Feb / 2016**COLUMN B CONSISTING OF:**

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

**NOTES**

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

**TABLE & RULE: T 14 - 10 R 05.00****TITLE:** Access to Computer Products and Programming Reports**AUTHORITY:** DAA-GRS-2016-0002-0002**DATE MODIFIED:** 19 / Apr / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 09 / Feb / 2016**COLUMN B CONSISTING OF:**

registers and access rosters

**COLUMN C WHICH ARE:**

used to record the signature and related data of persons having access to products and reports

**COLUMN D DISPOSITION:**

Destroy 7 years after authorization expires.

**T 17 - 06: CYBERSPACE - GENERAL OPERATIONS****TABLE & RULE: T 17 - 06 R 07.00****TITLE:** Information Technology (IT) Management Documents**AUTHORITY:** N1-AFU-88-01**DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 03.00

**TITLE:** Dispatch & Delivery Receipts on Accountable Mail, Receipt Authorizations, Acct Certification of Official Mail

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 24 / Sep / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Receipt for Certified or Registered Mail; , Delivery Notice or Receipt; Delivery Reminder or Receipt; , Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; Manifold Registry Dispatch Book; Receipt Authorizations, Firm Mailing Book for Registered, Insured, COD, Certified and Express Mail; Firm Delivery Book-Registered, Certified and Numbered Insured Mail; Transportation Control and Movement Document

#### COLUMN C WHICH ARE:

at postal activities, unit mail rooms, and functional offices where official mail activities occur to include records documenting receipt of official mail

#### COLUMN D DISPOSITION:

Destroy when superseded, or 2 years after creation.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 49 When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL**

**TABLE & RULE: T 33 - 43 R 05.00**

**TITLE: Suspense Control**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

file copies or extra copies of communications, forms, notes, etc.

**COLUMN C WHICH ARE:**

used to manage correspondence flow

**COLUMN D DISPOSITION:**

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

#### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### **COLUMN C WHICH ARE:**

maintained by supervisor

#### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

#### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 02.00

**TITLE:** Special Honors, Trophies and Awards at Initiating Activities...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

#### COLUMN C WHICH ARE:

at initiating activities

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

NOTES	
60	Supervisors may retain leave applications in office area until they are eligible for destruction.
60	Variable and flextime records are held at supervisor's operating area until eligible for destruction.

T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

TABLE & RULE: T 91 - 04 R 25.00	
TITLE: Job Safety Training/Discharged/Separated or Retired	DATE MODIFIED: 23 / Jun / 2005
	FROZEN RECORD: No
AUTHORITY: N1-AFU-98-02	CURRENT: Yes
	DATE APPROVED:

- COLUMN B CONSISTING OF:  
AF Form 55 for individuals
- COLUMN C WHICH ARE:  
discharged, separated, or retired
- COLUMN D DISPOSITION:  
Destroy after one year.

NOTES	
21	Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21	Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21	Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:50:46

## for NASIC / NONE / AIA NASIC / NASIC/GS / GSP

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

**TABLE & RULE: T 31 - 04 R 20.00****TITLE: Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses****AUTHORITY: N1-AFU-88-37****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

record suspense receipt and destruction certificate file

**COLUMN C WHICH ARE:**

for SECRET material normal suspenses

**COLUMN D DISPOSITION:**

Destroy upon return of signed receipt.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### **COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

#### **COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 37: COMMUNICATIONS AND INFORMATION - PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

### TABLE & RULE: T 33 - 37 R 05.00

**TITLE:** Signed Receipt and Destruction Certificates

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

signed receipt and destruction certificates

#### **COLUMN C WHICH ARE:**

receipts, destruction certificates and related correspondence showing the issue, receipt or destruction of blank accountable forms

#### **COLUMN D DISPOSITION:**

Destroy 2 years after last serially numbered form in series has been issued or destroyed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 49 Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 33-364, Chapter 7).

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 03.00

**TITLE:** Project Control and Support

**AUTHORITY:** GRS 16, ITEM 05

**DATE MODIFIED:** 10 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

project control and support

#### COLUMN C WHICH ARE:

memoranda, reports, and other records documenting assignments, progress and completion of projects

#### COLUMN D DISPOSITION:

Destroy 1 year after the year in which the project is closed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00**

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:53:51

## for NASIC / NONE / AIA NASIC / NASIC/GX / GX

### T 32 - 36: CIVIL ENGINEERING - PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS

**TABLE & RULE:** T 32 - 36 R 07.00

**TITLE:** Mobility Folders

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 01 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

individual team member certificates and records

**COLUMN C WHICH ARE:**

at MAJCOMs and below

**COLUMN D DISPOSITION:**

Destroy upon transfer of member.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 32 - 39: CIVIL ENGINEERING - DISASTER PREPAREDNESS

**TABLE & RULE:** T 32 - 39 R 07.00

**TITLE:** Training, Assistance Agreements, Review/Reference Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 24 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

unit training exercises; formal agreements to which two or more agencies are signatories; of Rules 28, 29, and 30; training outlines, lesson plans, methods, and test sheets

**COLUMN C WHICH ARE:**

information copies; assistance agreements information or review copies; support plans reference copies; at MAJCOMs and below

**COLUMN D DISPOSITION:**

Destroy when superseded or no longer needed.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 02.00

**TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

#### COLUMN C WHICH ARE:

created or received by any office not covered by Rule 1

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 44: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE ORDERS

### TABLE & RULE: T 33 - 44 R 02.00

**TITLE:** Permanent Orders

**AUTHORITY:** NC1-AFU-85-04

**DATE MODIFIED:** 19 / Mar / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

originals or record copies of G-series special orders and movement orders (MO)

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

Retire as permanent.

### NOTES

- 14 Transfer to the National Archives in 10-year blocks when latest document is 25 years old.

### TABLE & RULE: T 33 - 44 R 03.00

**TITLE:** Temporary Orders ( M- and P-Series) Issued After CY66

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 02 / Aug / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

originals or record copies and background material for M- and P-Series special orders

**COLUMN C WHICH ARE:**

issued after calendar year 1966, T-series special orders, Y-series orders, squadron non-prefixed single numbered series special orders and PA- and PB-series special orders

**COLUMN D DISPOSITION:**

Destroy 1 year after fiscal cutoff.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128.
- 51 The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-AFCPMC funded career program selections. "A" series is used for all military PCS orders, separations and certain appointments. "X" replaces "A" for all other civilian PCS orders.

**T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT****TABLE & RULE: T 33 - 45 R 01.00**

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 09.00**

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**



**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 15.00**

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

**COLUMN C WHICH ARE:**

not made a part of or needed to document another records series

**COLUMN D DISPOSITION:**

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

## NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 04.04

**TITLE:** Performance Appraisal

**AUTHORITY:** DAA-GRS-2017-0007-0008

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records used to support or track employee performance during the appraisal period; records of periodic performance discussion

#### COLUMN C WHICH ARE:

kept by supervisor

#### COLUMN D DISPOSITION:

destroy 4 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity).

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 32 R 14.00****TITLE: Supervisor's Employee Work Folder - Correspondence and Forms****AUTHORITY: DAA-GRS-2017-0007-0012****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

**COLUMN C WHICH ARE:**

maintained by supervisor

**COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

**T 36 - 33: PERSONNEL - HONORS AND AWARDS****TABLE & RULE: T 36 - 33 R 02.00****TITLE: Special Honors, Trophies and Awards at Initiating Activities...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 16 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

**COLUMN C WHICH ARE:**

at initiating activities

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 38: PERSONNEL - INDIVIDUAL ACADEMIC RECORDS

### TABLE & RULE: T 36 - 38 R 06.00

**TITLE:** Unit Training Program

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

unit training program

#### **COLUMN C WHICH ARE:**

Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty

#### **COLUMN D DISPOSITION:**

Disposition Pending...

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 38 - 04: MANPOWER AND ORGANIZATION - PEACETIME PROGRAM RECORDS

### TABLE & RULE: T 38 - 04 R 17.00

**TITLE:** Resource Category Programs at other MAJCOMs and Below

**AUTHORITY:** N1-AFU-86-66

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

program records, such as Consolidated Cryptologic Program (CCP), Tactical logic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC), COMSEC Equipment Program (CEP) and related records Cryptologic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC), COMSEC Equipment Program (CEP), and related records

#### **COLUMN C WHICH ARE:**

at other MAJCOMs and below

#### **COLUMN D DISPOSITION:**

Destroy after 3 years, or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 38 - 05: MANPOWER AND ORGANIZATION - COMMITTEE AND BOARD RECORDS

### TABLE & RULE: T 38 - 05 R 07.00

**TITLE:** Administrative Support Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence and other related papers reflecting the position taken on policy development or other board/committee deliberations

#### COLUMN C WHICH ARE:

chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

### TABLE & RULE: T 65 - 01 R 08.00

**TITLE:** Internal Controls Compliance Reviews

**AUTHORITY:** N1-AFU-86-63

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

internal controls compliance reviews

#### COLUMN C WHICH ARE:

letters, checklists, reports of finding and records pertaining to compliance-type reviews

#### COLUMN D DISPOSITION:

Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 01 R 26.00

**TITLE:** Installation Reports of Audit

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits

**COLUMN C WHICH ARE:**

at installation commander, audit focal point or intermediate MAJCOM/Air Staff OPR/OCR

**COLUMN D DISPOSITION:**

Destroy 2 years after all management action have been completed provided deficiencies have been corrected.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 02: FINANCIAL MANAGEMENT - BUDGET****TABLE & RULE: T 65 - 02 R 06.00**

**TITLE:** Budget Development - Below MAJCOM

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence and related information

**COLUMN C WHICH ARE:**

below MAJCOMs

**COLUMN D DISPOSITION:**

Destroy 2 years after FY in which created.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 02 R 14.00**

**TITLE:** Program Project and Appropriation Control

**AUTHORITY:** GRS 05, ITEM 04

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

program project and appropriation control

**COLUMN C WHICH ARE:**

funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports and supporting documents for monitoring obligations of funds

**COLUMN D DISPOSITION:**

Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

**NOTES**

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

## NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

TABLE & RULE: T 91 - 04 R 24.00

TITLE: All Job Safety Training

AUTHORITY: N1-AFU-98-02

DATE MODIFIED: 23 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

COLUMN B CONSISTING OF:

AF Form 55 for individuals

COLUMN C WHICH ARE:

permanent duty, in Permanent Change of Status (PCS)or Permanent Change of Assignment(PCA)

COLUMN D DISPOSITION:

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:54:37

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXA

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 23 - 11: MATERIEL MANAGEMENT - EQUIPMENT MANAGEMENT SYSTEM

**TABLE & RULE: T 23 - 11 R 41.00****TITLE: Custodian Request Log****AUTHORITY: GRS 03, ITEM 05D****DATE MODIFIED:** 24 / Jul / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

custodian request log

**COLUMN C WHICH ARE:**

information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD), and reports of survey, etc.; records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander

**COLUMN D DISPOSITION:**

Destroy when all outstanding actions are complete and records are no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 10.00

**TITLE:** Authority to Escort or Hand-Carry Classified Material

**AUTHORITY:** GRS 18, ITEM 01

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

authorization

#### COLUMN C WHICH ARE:

authority to escort or hand-carry classified material

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### **COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

#### **COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

#### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 37: COMMUNICATIONS AND INFORMATION - PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

### TABLE & RULE: T 33 - 37 R 05.00

**TITLE:** Signed Receipt and Destruction Certificates

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

signed receipt and destruction certificates

#### **COLUMN C WHICH ARE:**

receipts, destruction certificates and related correspondence showing the issue, receipt or destruction of blank accountable forms

#### **COLUMN D DISPOSITION:**

Destroy 2 years after last serially numbered form in series has been issued or destroyed.

#### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 49 Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 33-364, Chapter 7).

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 13.00

**TITLE:** Staff Meetings and Conference Record and Information Copies Not Filed With Another Series

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

staff meetings and conference record copies not files with another series

#### COLUMN C WHICH ARE:

below major subordinate commands

#### COLUMN D DISPOSITION:

Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.(Defined in AFI 33-124)(Not covered elsewhere)

**COLUMN C WHICH ARE:**

at preparing, monitoring and intermediate activities

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

**TABLE & RULE: T 33 - 45 R 09.00**

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

**NOTES**

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:55:21

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXF (DAX)

### T 14 - 01: INTELLIGENCE - INTELLIGENCE RECORDS

**TABLE & RULE: T 14 - 01 R 01.00****TITLE:** Indexes or Accession Lists Based on USAF Intelligence Production Activities**DATE MODIFIED:** 13 / May / 2005**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-90-03**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

manual or machine-produced subjective, regional, country, or similar indices or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by USAF intelligence

**COLUMN C WHICH ARE:**

based on USAF intelligence production activities or their finished intelligence products

**COLUMN D DISPOSITION:**

Retire as permanent with the records to which they pertain.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

**TABLE & RULE: T 33 - 46 R 19.00****TITLE:** Delegations/Designations of Authority and Additional Duty Assignments**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-90-03**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 13.00

**TITLE:** Fitness Training (FT) Program Case Files

**AUTHORITY:** N1-AFU-04-06

**DATE MODIFIED:** 10 / Feb / 2014

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 36-2905, Fitness Program

#### COLUMN C WHICH ARE:

correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 36-2905, Fitness Program, maintained in unit orderly rooms or commander support staffs (CSSs)

#### COLUMN D DISPOSITION:

Maintain case file until the member has sustained a fitness score greater than or equal to 75 percent for 24 consecutive months.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

**TABLE & RULE:** T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

**COLUMN C WHICH ARE:**

maintained by supervisor

**COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:55:59

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXFO(DAXO)

### T 23 - 11: MATERIEL MANAGEMENT - EQUIPMENT MANAGEMENT SYSTEM

**TABLE & RULE: T 23 - 11 R 40.00****TITLE:** Equipment Custodian File CA/CRL**AUTHORITY:** GRS 03, ITEM 05D**DATE MODIFIED:** 02 / Sep / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

CA/CRL; weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)

**COLUMN C WHICH ARE:**

custodian copies

**COLUMN D DISPOSITION:**

Destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 23 - 17: MATERIEL MANAGEMENT - STORAGE AND WAREHOUSING RECORDS

**TABLE & RULE: T 23 - 17 R 04.00****TITLE:** Warehouse Receiving and Shipping**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / Jul / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

copies of shipping documents, car arrival reports, tallies, or other comparable records which are used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses; or copies of records used for picking, packing, and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock, or packing tags) at depot warehouses

**COLUMN C WHICH ARE:**

used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses; at depot warehouses;

**COLUMN D DISPOSITION:**

Destroy 3 months after receipt of shipment.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 01: SECURITY - LAW ENFORCEMENT RECORDS

**TABLE & RULE: T 31 - 01 R 40.00****TITLE: Alarm Systems Test Records****AUTHORITY: N1-AFU-90-38****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

for intrusion detection alarm systems

**COLUMN C WHICH ARE:**

at security police

**COLUMN D DISPOSITION:**

Destroy when a new form is prepared or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 01 R 41.00****TITLE: Log of Openings and Closings of Alarmed Facilities****AUTHORITY: N1-AFU-90-38****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

logs

**COLUMN C WHICH ARE:**

of openings and closings of alarmed facilities

**COLUMN D DISPOSITION:**

Destroy after 3 months, or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 10: SECURITY - PHYSICAL SECURITY

### TABLE & RULE: T 31 - 10 R 04.00

**TITLE:** Records of Visitors

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records of visitors

#### **COLUMN C WHICH ARE:**

requests for visits to restricted areas

#### **COLUMN D DISPOSITION:**

Destroy 3 months after completion of the visit(s).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### **COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

#### **COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 15.00

**TITLE:** Accountable Container Receipts Unsigned Duplicate Copies Used for Tracer and Control Purposes

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

accountable container receipts unsigned duplicate copies used for tracer and control purposes

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 90 days or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES****TABLE & RULE: T 33 - 42 R 04.00**

**TITLE:** Transitory Material

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

transitory material

**COLUMN C WHICH ARE:**

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

**COLUMN D DISPOSITION:**

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 28.00

**TITLE:** Duty Rosters

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**



**COLUMN B CONSISTING OF:**

duty rosters

**COLUMN C WHICH ARE:**

rosters, forms and other records

**COLUMN D DISPOSITION:**

Destroy after 6 months or on inactivation of unit, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

**TABLE & RULE:** T 36 - 12 R 08.00

**TITLE:** Personnel Readiness File (PRF)

**AUTHORITY:** N1-AFU-90-48

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

records which individuals must hand-carry on deployment for management purposes at deployment site used only when individual is deployed and

### **COLUMN C WHICH ARE:**

maintained during entire period of deployment

### **COLUMN D DISPOSITION:**

Return to the unit upon completion of deployment, or give to individual upon PCS, separation or discharge in order to comply with appropriate directives.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

**TABLE & RULE:** T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

### **COLUMN C WHICH ARE:**

maintained by supervisor

### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 38: PERSONNEL - INDIVIDUAL ACADEMIC RECORDS

**TABLE & RULE: T 36 - 38 R 28.00**

**TITLE: OJT Training**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

training

**COLUMN C WHICH ARE:**

OJT training

**COLUMN D DISPOSITION:**

Send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 64 - 01: CONTRACTING - CONTRACTING

**TABLE & RULE: T 64 - 01 R 14.00**

**TITLE: Contractor General Files - Duplicate/ Working Copies**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

contractor general files

**COLUMN C WHICH ARE:**

duplicate or working copies

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

## T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

### TABLE & RULE: T 91 - 04 R 08.00

**TITLE:** Hazard Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

reports, with related attachments and correspondence

#### **COLUMN C WHICH ARE:**

concerning but not limited to weapons, ground, and flying hazards

#### **COLUMN D DISPOSITION:**

Destroy 5 years after closing action taken.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 24.00

**TITLE:** All Job Safety Training

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

AF Form 55 for individuals

#### **COLUMN C WHICH ARE:**

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

#### **COLUMN D DISPOSITION:**

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:56:46

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXK

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00****TITLE: Office Administrative Files and Schedule of Daily Activities****AUTHORITY: DAA-GRS-2016-0016-0001****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

**TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or

## NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 34 - 03: SERVICES - LIBRARIES

### TABLE & RULE: T 34 - 03 R 12.00

**TITLE:** Annual and Semiannual Library Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

annual and semiannual library reports

#### COLUMN C WHICH ARE:

statistics of library holdings and operation

#### COLUMN D DISPOSITION:

Retain in the accumulating office for the life of the library; destroy upon inactivation of the library.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2017-0007-0012

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:57:22

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXXKX

### T 23 - 11: MATERIEL MANAGEMENT - EQUIPMENT MANAGEMENT SYSTEM

**TABLE & RULE: T 23 - 11 R 40.00****TITLE:** Equipment Custodian File CA/CRL**AUTHORITY:** GRS 03, ITEM 05D**DATE MODIFIED:** 02 / Sep / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

CA/CRL; weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)

**COLUMN C WHICH ARE:**

custodian copies

**COLUMN D DISPOSITION:**

Destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

**TABLE & RULE: T 25 - 03 R 01.00****TITLE:** Support Agreements and Memoranda of Understandings (MOUs)**AUTHORITY:** N1-AFU-88-30**DATE MODIFIED:** 03 / Oct / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Support Agreements and Memoranda of Understanding (MOU) that set procedures required or services to be rendered. Include reports and related records concerning the services rendered or assignment of real property and facilities to tenant or attached units; interservice support agreements and or related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; support agreements accomplished under other than AFI 25-201 and DoDI 4000.19, or procurement directives written outside the policy above.

**COLUMN C WHICH ARE:**

records and modifications relating to or about services rendered, assignment of real property and or facilities to tenant and units, regardless of location.

**COLUMN D DISPOSITION:**

Destroy 6 years after agreement is terminated. If an agreement is superseded, destroy the outdated version as soon as the new agreement goes into affect.



## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

**TABLE & RULE: T 31 - 04 R 08.00**

**TITLE: Security Control Records**

**AUTHORITY: N1-AFU-88-37**

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

security control records

**COLUMN C WHICH ARE:**

key issue logs

**COLUMN D DISPOSITION:**

Destroy 1 month after all entry spaces are used and replaced by a new log if no longer required.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 39: COMMUNICATIONS AND INFORMATION - REPROGRAPHICS

**TABLE & RULE: T 33 - 39 R 16.00**

**TITLE: Copier Operating Rules**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 15 / May / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Information on copying machine limitations and unlawful reproduction, office copy machine identification restrictions; and local operating notices

**COLUMN C WHICH ARE:**

posted on or near copiers

**COLUMN D DISPOSITION:**

Destroy when superseded or when machine has been permanently removed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 05.00**

**TITLE: Reading File**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

reading file

### **COLUMN C WHICH ARE:**

extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes and are maintained in a separate chronological file

### **COLUMN D DISPOSITION:**

Destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00**

**TITLE: Office Administrative Files and Schedule of Daily Activities**

**AUTHORITY: DAA-GRS-2016-0016-0001**

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

### **COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

### **COLUMN D DISPOSITION:**

Destroy after 2 years.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 04.00****TITLE: Electronically Stored Information (ESI) Project Control & Support Background, Working Papers, Draft Documents****AUTHORITY: DAA-GRS-2013-0002-0016****DATE MODIFIED:** 23 / Jan / 2018**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

all media types but specifically focused on Electronically Stored Information (ESI) to include project control and support working papers, background and decision-making data, draft briefings, point papers, correspondence (e-mail and paper) and other information pertaining to a project or event.

**COLUMN C WHICH ARE:**

searched when responding to a record search and include drafts and works in progress require shared storage/access to comply with the Federal Rules of Civil Procedures (FRCP) relevant to litigation. Exclude working papers, drafts, stenographic notes, tapes and disks that have been transcribed; and charts, diagrams, or other graphic material used during briefings and data that is summarized in final or other conclusion records.

**COLUMN D DISPOSITION:**

Destroy or delete when 2 years old, or 2 years after the date of the latest change, whichever is applicable.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 02.00

**TITLE:** Personnel Information File (PIF)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level

#### **COLUMN C WHICH ARE:**

kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File

#### **COLUMN D DISPOSITION:**

Retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 37 On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

## T 36 - 15: PERSONNEL - CLASSIFICATION AND ASSIGNMENT RECORDS

### TABLE & RULE: T 36 - 15 R 09.00

**TITLE:** Personnel Action Forms (Legal Evidence) Not Filed as Attachment/Exhibit, Personnel Status Reports, Duty Status Change Msgs.

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

copies of forms identified in rules 1 through 7

#### COLUMN C WHICH ARE:

not filed as an attachment or exhibit to legal proceedings

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 29: PERSONNEL - EMPLOYEE-MANAGEMENT RELATIONS

### TABLE & RULE: T 36 - 29 R 04.00

**TITLE:** Performance/Incentive Awards

**AUTHORITY:** DAA-GRS-2017-0007-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards

#### COLUMN C WHICH ARE:

used as a basis of evaluating the performance or awarding an incentive.

#### COLUMN D DISPOSITION:

Destroy 2 years after approval or disapproval.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 46 For employee suggestions, inventions and scientific achievements, see Table 36-34.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 09.00

**TITLE:** Employee Training Development

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 10 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian (PDS-C) form

#### **COLUMN C WHICH ARE:**

kept by supervisor or in a central administrative function

#### **COLUMN D DISPOSITION:**

Destroy when replaced by a new CEP or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### **COLUMN C WHICH ARE:**

maintained by supervisor

#### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 38: PERSONNEL - INDIVIDUAL ACADEMIC RECORDS

**TABLE & RULE:** T 36 - 38 R 28.00

**TITLE:** OJT Training

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

training

**COLUMN C WHICH ARE:**

OJT training

**COLUMN D DISPOSITION:**

Send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 38 - 03: MANPOWER AND ORGANIZATION - MANPOWER AND ORGANIZATION

**TABLE & RULE:** T 38 - 03 R 11.00

**TITLE:** Manpower Authorization Machine Listing of Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

manpower authorization machine listing of data

**COLUMN C WHICH ARE:**

derived from the manpower authorization file

**COLUMN D DISPOSITION:**

Destroy when superseded or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 38 - 03 R 18.00

**TITLE:** Manpower Change Requests Approved/Disapproved Requests Below MAJCOMs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements

**COLUMN C WHICH ARE:**

below MAJCOMs

**COLUMN D DISPOSITION:**

Destroy 1 year after implementation or disapproval.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 63 - 09: ACQUISITION - ACQUISITION MANAGEMENT RECORDS**

**TABLE & RULE: T 63 - 09 R 12.00**

**TITLE: Memorandums of Agreement (MOAs)**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

documents negotiated between contract management organizations and program offices for contract administration support

**COLUMN C WHICH ARE:**

at HQ AFCMD, AFPROs, AFCMOs, program managers and monitoring organizations

**COLUMN D DISPOSITION:**

Destroy when superseded or on termination of contract administration support of the program.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 65 - 02: FINANCIAL MANAGEMENT - BUDGET

### TABLE & RULE: T 65 - 02 R 07.00

**TITLE:** Budget Development - Other Than Budget Offices

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence and related information

#### COLUMN C WHICH ARE:

at other than budget offices

#### COLUMN D DISPOSITION:

Destroy 1 year after the close of the FY to which it pertains.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 90 - 02: SPECIAL MANAGEMENT - INSPECTION RECORDS

### TABLE & RULE: T 90 - 02 R 03.00

**TITLE:** Inspected Activities Inspection Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / Jan / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

inspected activities inspection reports

#### COLUMN C WHICH ARE:

at monitoring, evaluating or approving authorities

#### COLUMN D DISPOSITION:

Destroy after 10 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

### TABLE & RULE: T 90 - 02 R 10.00

**TITLE:** Inspection Checklists

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / Jan / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

inspection checklists, inspection guides, individual methods of approach or similar records and papers

**COLUMN C WHICH ARE:**

related thereto, not published as, or supplement to, a standard publication per AFI 33-360 (see Table 33-38); and, which are not used to record a completed inspection

**COLUMN D DISPOSITION:**

Destroy after 3 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

**T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION****TABLE & RULE: T 91 - 04 R 12.00**

**TITLE:** Ground Safety Management

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

reports

**COLUMN C WHICH ARE:**

concerning mishap prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 04 R 24.00**

**TITLE:** All Job Safety Training

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

AF Form 55 for individuals

**COLUMN C WHICH ARE:**

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

**COLUMN D DISPOSITION:**

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

**NOTES**

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:58:30

## for NASIC / NONE / AIA NASIC / NASIC/GX / GXS (DAS)

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 32 - 21: CIVIL ENGINEERING - ON/OFF-BASE HOUSING RECORDS

**TABLE & RULE: T 32 - 21 R 13.00****TITLE: UPH at bases****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 01 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

request for basic allowance for quarters (BAQ), quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc.

**COLUMN C WHICH ARE:**

at bases

**COLUMN D DISPOSITION:**

Destroy when superseded or upon PCS from base.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 32 - 36: CIVIL ENGINEERING - PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS

**TABLE & RULE: T 32 - 36 R 07.00**

**TITLE: Mobility Folders**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 01 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

individual team member certificates and records

**COLUMN C WHICH ARE:**

at MAJCOMs and below

**COLUMN D DISPOSITION:**

Destroy upon transfer of member.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

**TABLE & RULE: T 33 - 34 R 14.00**

**TITLE: Accountable Container Receipts**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 27.00

**TITLE:** Locator or Personnel Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

locator or personnel data

#### COLUMN C WHICH ARE:

cards, machine listings, rosters and comparable data

#### COLUMN D DISPOSITION:

Destroy when superseded or on reassignment or separation of individual.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When the bottom of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 33-329, Base and Unit Personnel Locators, and 33-332, Air Force Privacy Act Program.)

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 01: PERSONNEL - MILITARY AND CIVILIAN PERSONNEL

### TABLE & RULE: T 36 - 01 R 06.00

**TITLE:** Off-Duty Employment Requests/ Applications Approved

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records and related correspondence

#### **COLUMN C WHICH ARE:**

pertaining to requests for approval of off-duty employment

#### **COLUMN D DISPOSITION:**

Destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

### TABLE & RULE: T 36 - 12 R 13.00

**TITLE:** Fitness Training (FT) Program Case Files

**AUTHORITY:** N1-AFU-04-06

**DATE MODIFIED:** 10 / Feb / 2014

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 36-2905, Fitness Program

#### COLUMN C WHICH ARE:

correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 36-2905, Fitness Program, maintained in unit orderly rooms or commander support staffs (CSSs)

#### COLUMN D DISPOSITION:

Maintain case file until the member has sustained a fitness score greater than or equal to 75 percent for 24 consecutive months.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 15: PERSONNEL - CLASSIFICATION AND ASSIGNMENT RECORDS

### TABLE & RULE: T 36 - 15 R 26.00

**TITLE:** Military Sponsor Program at Losing or Gaining Activity

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

related correspondence

#### COLUMN C WHICH ARE:

at losing activity

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 19: PERSONNEL - PROMOTION AND DEMOTION RECORDS

### TABLE & RULE: T 36 - 19 R 02.00

**TITLE:** Officer Appointment, Promotion, Selection Boards Other Than in Rule 1.1

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

proceedings, findings and related records

#### **COLUMN C WHICH ARE:**

at other than HQ USAF/MPG, HQ AFPC and HQ ARPC

#### **COLUMN D DISPOSITION:**

Destroy 1 year after final action or on inactivation, whichever is sooner.

### NOTES

- 14** Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 30: PERSONNEL - CLASSIFICATION

### TABLE & RULE: T 36 - 30 R 02.00

**TITLE:** Position Descriptions Other Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 10 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

position descriptions other copies

#### **COLUMN C WHICH ARE:**

files describing established positions, including information on title, series, grade, duties and responsibilities

#### **COLUMN D DISPOSITION:**

Destroy when position is abolished or position description superseded.

### NOTES

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 38: PERSONNEL - INDIVIDUAL ACADEMIC RECORDS

### TABLE & RULE: T 36 - 38 R 06.00

**TITLE:** Unit Training Program

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

unit training program

#### COLUMN C WHICH ARE:

Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty

#### COLUMN D DISPOSITION:

Disposition Pending...

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 28.00

**TITLE:** OJT Training

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 13 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

training

**COLUMN C WHICH ARE:**

OJT training

**COLUMN D DISPOSITION:**

Send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 51 - 03: LAW - MILITARY JUSTICE RECORDS****TABLE & RULE: T 51 - 03 R 28.00**

**TITLE:** Written Materials Considered as a Basis for Imposing Punishments Under Article 15, UCMJ

**AUTHORITY:** N1-AFU-95-01

**DATE MODIFIED:** 17 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

written materials considered as a basis for imposing punishments under Article 15, UCMJ

**COLUMN C WHICH ARE:**

investigative reports, statements, summaries of expected testimony, documentary evidence, etc.

**COLUMN D DISPOSITION:**

Destroy after 3 years or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 63 - 03: ACQUISITION - INDUSTRIAL FACILITIES RECORDS

### TABLE & RULE: T 63 - 03 R 04.00

**TITLE:** Program Funding Below MAJCOMs

**AUTHORITY:** GRS 05, ITEM 01 & 04

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program or project, the facilities, resources and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.)

#### COLUMN C WHICH ARE:

below MAJCOMs

#### COLUMN D DISPOSITION:

Destroy 2 years after close of the FY in which appropriation was made available for obligation or on receipt of notification of liquidation of funds.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

NOTES

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:36:34

## for NASIC / NONE / AIA NASIC / NASIC/CC / HO

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00****TITLE: Office Administrative Files and Schedule of Daily Activities****AUTHORITY: DAA-GRS-2016-0016-0001****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

**TABLE & RULE: T 33 - 46 R 15.00****TITLE: Official Visits/Staff Visits at Offices or Organizations Visited****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

**COLUMN C WHICH ARE:**

not made a part of or needed to document another records series

**COLUMN D DISPOSITION:**

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00****TITLE: Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00****TITLE: Files Maintenance and Disposition (Media Neutral)****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 51 R 03.00****TITLE: Retirement, Transfer, or Shipment of Records (SF 135, SF 258)****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**



**COLUMN B CONSISTING OF:**

forms and related correspondence used to retire, transfer or ship records

**COLUMN C WHICH ARE:**

at offices of initiators below HQ USAF for records placed in staging areas

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 10 See AFI 33-364 for procedure when the SF 135 is used as a receipt for classified records.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 52 Forward to the next higher records management office on inactivation.

**T 35 - 01: PUBLIC AFFAIRS - PUBLIC AFFAIRS****TABLE & RULE: T 35 - 01 R 24.00**

**TITLE:** Exhibit Case Files

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

information on the development, acquisition and use of AF exhibits for public display

**COLUMN C WHICH ARE:**

at AF Orientation Group

**COLUMN D DISPOSITION:**

Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 30: PERSONNEL - CLASSIFICATION

**TABLE & RULE: T 36 - 30 R 02.00****TITLE: Position Descriptions Other Copies****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 10 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

position descriptions other copies

**COLUMN C WHICH ARE:**

files describing established positions, including information on title, series, grade, duties and responsibilities

**COLUMN D DISPOSITION:**

Destroy when position is abolished or position description superseded.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 84 - 01: HISTORY - HISTORICAL PROGRAM RECORDS

**TABLE & RULE: T 84 - 01 R 01.00****TITLE: Periodic Histories and Occasional Monographs, Studies and Reports Not or Will Not Be Microfilmed****AUTHORITY: ACCRETIONS TO EXISTING NARA HOLDINGS.****DATE MODIFIED:** 13 / Apr / 2011**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records prepared or collected by historical officers and historians under the Air Force historical program

**COLUMN C WHICH ARE:**

original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ Air Force Historical Research Center (AFHRA)

**COLUMN D DISPOSITION:**

Retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 117 and 122.

**NOTES**

- 11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
- 12 Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.

**TABLE & RULE: T 84 - 01 R 07.00****TITLE: Historical Research and Reference****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 23 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

special collections of policy directives, staff studies, correspondence and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference

**COLUMN C WHICH ARE:**

collected and maintained by historians at HQ USAF/HQ AFHRA/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies and reports for the purpose of continued historical reference

**COLUMN D DISPOSITION:**

Destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner.

**NOTES**

- 11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 62 Upon inactivation of groups, wings, and higher level organizations, and units that operated bases or Air Force stations, screening and final disposition of all historical research and reference records, including microfilm, will coordinate with the Air Force Historical Research Agency/ISA.

**TABLE & RULE: T 84 - 01 R 10.00**

**TITLE: Organization Emblems**

**AUTHORITY: NC1-AFU-80-08**

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents

**COLUMN C WHICH ARE:**

at HQ AFHRA/RS

**COLUMN D DISPOSITION:**

Transfer to National Archives (for permanent retention) when no longer needed by AFHRA for on-site reference.

**NOTES**

- 11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:37:31

## for NASIC / NONE / AIA NASIC / NASIC/CC / IG

### T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

**TABLE & RULE: T 25 - 03 R 04.00****TITLE:** Information Copies of Support Agreements**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

copies

**COLUMN C WHICH ARE:**

information copies of support agreements

**COLUMN D DISPOSITION:**

Destroy when agreement is superseded or terminated.

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 01.00****TITLE:** Office Administrative Files and Schedule of Daily Activities**AUTHORITY:** DAA-GRS-2016-0016-0001**DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51** This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 09.00****TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 90 - 01: SPECIAL MANAGEMENT - INSPECTOR GENERAL ADMINISTRATIVE REPORTS

### TABLE & RULE: T 90 - 01 R 01.00

**TITLE:** Administrative Reviews, Inquiries and Investigations

**AUTHORITY:** N1-AFU-90-44

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel; complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken

#### COLUMN C WHICH ARE:

the result of personal conference periods or complaints presented under AFI 90-301, Inspector General Complaints, or worked within/by Inspectors General

#### COLUMN D DISPOSITION:

Destroy 2 years after calendar year case is closed (i.e. case is closed 21 June 2007, destroy after 31 December 2009).

### NOTES

- 17 These reports do not include OSI investigations.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 90 - 02: SPECIAL MANAGEMENT - INSPECTION RECORDS

### TABLE & RULE: T 90 - 02 R 01.00

**TITLE:** Inspection Reports Planning Documents and Plans Not Otherwise Covered in this Table

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

inspection or planning reports and documents

#### COLUMN C WHICH ARE:

at MAJCOMs and subordinate commands

#### COLUMN D DISPOSITION:

Destroy 1 year after next like inspection or after 3 years, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 90 - 02 R 03.00

**TITLE:** Inspected Activities Inspection Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / Jan / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

inspected activities inspection reports

**COLUMN C WHICH ARE:**

at monitoring, evaluating or approving authorities

**COLUMN D DISPOSITION:**

Destroy after 10 years.

**NOTES**

- |    |   |
|----|---|
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  |
| 21 | Electronic systems that replace temporary hard copy records:<br>Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 69 | NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.  |



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:59:21

## for NASIC / NONE / AIA NASIC / NASIC/LG / LG

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2017-0007-0012

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:59:58

## for NASIC / NONE / AIA NASIC / NASIC/LG / LGM

### T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

**TABLE & RULE: T 25 - 03 R 01.00****TITLE:** Support Agreements and Memoranda of Understandings (MOUs)**DATE MODIFIED:** 03 / Oct / 2006**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-88-30**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Support Agreements and Memoranda of Understanding (MOU) that set procedures required or services to be rendered. Include reports and related records concerning the services rendered or assignment of real property and facilities to tenant or attached units; interservice support agreements and or related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; support agreements accomplished under other than AFI 25-201 and DoDI 4000.19, or procurement directives written outside the policy above.

**COLUMN C WHICH ARE:**

records and modifications relating to or about services rendered, assignment of real property and or facilities to tenant and units, regardless of location.

**COLUMN D DISPOSITION:**

Destroy 6 years after agreement is terminated. If an agreement is superseded, destroy the outdated version as soon as the new agreement goes into affect.

### T 31 - 01: SECURITY - LAW ENFORCEMENT RECORDS

**TABLE & RULE: T 31 - 01 R 21.00****TITLE:** Entry Control Files**DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**AUTHORITY:** DAA-GRS-2017-0006-0015**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

entry control files

**COLUMN C WHICH ARE:**

registers or logs used to record names of outside contractors, service personnel, visitors employees admitted to areas and reports on automobiles and passengers

**COLUMN D DISPOSITION:**

Destroy 2 years after final entry or 2 years after date of document, as appropriate.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

### TABLE & RULE: T 31 - 08 R 15.00

**TITLE:** Security Documents - Other Documents

**AUTHORITY:** GRS 18, ITEM 25B

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

any records (civilian or military)

#### **COLUMN C WHICH ARE:**

not covered in Rules 16 through 21 of this table

#### **COLUMN D DISPOSITION:**

Destroy when the record is no longer needed or upon termination of employment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 04.00

**TITLE:** Transitory Material

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

transitory material

#### **COLUMN C WHICH ARE:**

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

#### **COLUMN D DISPOSITION:**

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 28.00

**TITLE:** Duty Rosters

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

duty rosters

#### COLUMN C WHICH ARE:

rosters, forms and other records

#### COLUMN D DISPOSITION:

Destroy after 6 months or on inactivation of unit, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

#### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

## NOTES

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:00:39

## for NASIC / NONE / AIA NASIC / NASIC/LG / LGX

### T 32 - 07: CIVIL ENGINEERING - PROGRAMMING CIVIL ENGINEER RESOURCES

**TABLE & RULE: T 32 - 07 R 02.00****TITLE:** MILCON, P-341 Maj/Min Construction Progs, Troubleshooting/Maintenance Instructions, Project Info/Control Files, Program Rpts**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 21 / Jul / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

MILCON, P-341, NAF, and O&M programs which are extra copies of records; or manufacturer's catalogs troubleshooting instructions, maintenance instructions which are parts lists, and related papers which do not duplicate other records on file; or project data, correspondence reports, and other related papers which pertain to projects approved at lower echelons; or program reports which are monthly reports of repair, minor construction, modification, and O&M projects proposed or in progress

**COLUMN C WHICH ARE:**

extra copies of records; parts lists, and related papers which do not duplicate other records on file; pertain to projects approved at lower echelons; monthly reports of repair, minor construction, modification, and O&M projects proposed or in progress

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 32 - 16: CIVIL ENGINEERING - CIVIL ENGINEER DESIGN DATA

**TABLE & RULE: T 32 - 16 R 05.00****TITLE:** Maps, Plans, Drawings, and Photographs, Drawings on 105mm Film, Design Calculations, Service Contract Records**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 21 / Jul / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

maps, plans, drawings and photographs; drawings on 105mm film; mechanical, electrical, structural, civil calculations ; service contract records

**COLUMN C WHICH ARE:**

copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in Table 32-17); negatives of definitive designs and of air base master plans; for major construction or rehabilitation; statements of work, AFSCAG formats, and related records

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 10.00

**TITLE:** Office Projects/Studies Background & Working Materials, Office Projects/Studies Needed to Document Other Records Series

**AUTHORITY:** DAA-GRS-2017-0003-0001

**DATE MODIFIED:** 23 / Jan / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

office projects/studies background and working material

#### COLUMN C WHICH ARE:

routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings not needed to document the project/study

#### COLUMN D DISPOSITION:

Destroy when no longer needed or on completion of the project/study, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 34 - 12: SERVICES - NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS

**TABLE & RULE:** T 34 - 12 R 09.00

**TITLE:** Supervisor/Manager NAF Personnel Files

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

supervisor's/ manager's personnel files consisting of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel actions, and records on individual employees duplicated in or not appropriate for NAF operating or operating officials personnel records

### **COLUMN C WHICH ARE:**

maintained outside CCPO

### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete records; or destroy all records relating to an individual employee 1 year after separation or transfer.

### **NOTES**

- 10** See Table 36-32 for other supervisor's/manager's personnel records not covered elsewhere in this schedule.
- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:01:19

## for NASIC / NONE / AIA NASIC / NASIC/SC / SC

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

**TABLE & RULE: T 31 - 04 R 08.00****TITLE: Security Control Records****AUTHORITY: N1-AFU-88-37****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

security control records

**COLUMN C WHICH ARE:**

key issue logs

**COLUMN D DISPOSITION:**

Destroy 1 month after all entry spaces are used and replaced by a new log if no longer required.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 02.00

**TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

#### COLUMN C WHICH ARE:

created or received by any office not covered by Rule 1

#### COLUMN D DISPOSITION:

Destroy after 1 year.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 42 R 13.00

**TITLE:** Staff Meetings and Conference Record and Information Copies Not Filed With Another Series

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

staff meetings and conference record copies not files with another series

#### COLUMN C WHICH ARE:

below major subordinate commands

#### COLUMN D DISPOSITION:

Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



**TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10** See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00****TITLE: Files Maintenance and Disposition (Media Neutral)****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 02.00

**TITLE:** Special Honors, Trophies and Awards at Initiating Activities...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

#### COLUMN C WHICH ARE:

at initiating activities

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 21: FINANCIAL MANAGEMENT - TRAVEL RECORDS

**TABLE & RULE: T 65 - 21 R 16.00****TITLE: Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information)****AUTHORITY: DAA-GRS-2013-0003-0001****DATE CREATED:** 27 / May / 2004**DATE MODIFIED:** 14 / Sep / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

original or copies of receipts, documents, statements of transactions and accountability, vouchers, disbursement schedules and all records documenting the basic financial transaction, money received and money paid out or deposited for activities relating or occurring during the course of conducting agency business. Audit records include, but are not limited to Air Force, Standard and Optional forms which document basic financial transactions (i.e. SF 215, SF 224, SF 1012, SF 1034, SF 1036, SF 1038, SF 1047, SF 1069, SF 1080, SF 1081, SF 1096, SF 1097, SF 1098, SF 1113, SF 1129, SF 1143, SF 1145, SF 1154, SF 1156, SF 1164, SF 1166, SF 1185, SF 1218, SF 1219, SF 1220, SF 1221, OF 1114, OF 1114A, OF 1114B, etc.)

**COLUMN C WHICH ARE:**

held for onsite audits and include, but are not limited to audits, vouchers, contracts, statements of transactions and accountability, and other supporting documents for DTS and RTS travelers as directed by DoDFMR, Vol 9, Chapter 2.

**COLUMN D DISPOSITION:**

Destroy 10 years after period covered by account.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

**TABLE & RULE: T 65 - 22 R 03.00****TITLE: Individual Attendance and Overtime (including Flexitime Sheets)****AUTHORITY: DAA-GRS-2016-0015-0003****DATE MODIFIED:** 26 / Dec / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

**COLUMN C WHICH ARE:**

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

**COLUMN D DISPOSITION:**

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

**NOTES**

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

NOTES	
60	Supervisors may retain leave applications in office area until they are eligible for destruction.
60	Variable and flextime records are held at supervisor's operating area until eligible for destruction.

**T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION**

<b>TABLE &amp; RULE: T 91 - 04 R 24.00</b>		<b>DATE MODIFIED:</b>	23 / Jun / 2005
<b>TITLE: All Job Safety Training</b>		<b>FROZEN RECORD:</b>	No
<b>AUTHORITY: N1-AFU-98-02</b>		<b>CURRENT:</b>	Yes
		<b>DATE APPROVED:</b>	

- COLUMN B CONSISTING OF:**  
AF Form 55 for individuals
- COLUMN C WHICH ARE:**  
permanent duty, in Permanent Change of Status (PCS)or Permanent Change of Assignment(PCA)
- COLUMN D DISPOSITION:**  
Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

NOTES	
21	Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21	Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21	Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:01:54

## for NASIC / NONE / AIA NASIC / NASIC/SC / SCO

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

#### TABLE & RULE: T 14 - 10 R 01.00

**TITLE:** Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs

**AUTHORITY:** DAA-GRS-2016-0002-0002

**DATE MODIFIED:** 09 / Feb / 2016

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 09 / Feb / 2016

#### COLUMN B CONSISTING OF:

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

#### COLUMN C WHICH ARE:

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

#### COLUMN D DISPOSITION:

Destroy when 2 years old.

#### NOTES

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

#### TABLE & RULE: T 17 - 06 R 07.00

**TITLE:** Information Technology (IT) Management Documents

**AUTHORITY:** N1-AFU-88-01

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

#### COLUMN C WHICH ARE:

used to document the management of IT assets

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

## NOTES

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 04.00

**TITLE:** Transitory Material

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

transitory material

#### COLUMN C WHICH ARE:

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

#### COLUMN D DISPOSITION:

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 09.00****TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00****TITLE: Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 38 - 03: MANPOWER AND ORGANIZATION - MANPOWER AND ORGANIZATION

### TABLE & RULE: T 38 - 03 R 14.00

**TITLE:** Manpower Authorization Machine Listings Containing Selected Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

manpower authorization machine listings containing selected data

#### COLUMN C WHICH ARE:

obtained through inquiry against the various manpower files

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

## T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

### TABLE & RULE: T 91 - 04 R 24.00

**TITLE:** All Job Safety Training

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

AF Form 55 for individuals

#### COLUMN C WHICH ARE:

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

#### COLUMN D DISPOSITION:

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:02:28

## for NASIC / NONE / AIA NASIC / NASIC/SC / SCP

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 38: COMMUNICATIONS AND INFORMATION - PUBLICATIONS MANAGEMENT

**TABLE & RULE: T 33 - 38 R 03.00****TITLE: Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Do Not Have AF-wide or MAJ****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 19 / Oct / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

record sets of publications, manuals, staff digests and supplements

**COLUMN C WHICH ARE:**

major subordinate commands and below

**COLUMN D DISPOSITION:**

Destroy 7 years after superseded or obsolete.

**NOTES**

- 86 Retain as current records until the publication is rescinded, superseded, or obsolete (Superseded is the action by which a new/revised publication is issued to replace the older version). Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire as indicated.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### **COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### **COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

precedent files

#### **COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 51 R 05.00

**TITLE:** Retirement, Transfer, or Shipment of Records Retired to Records Centers

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

forms and related correspondence used to retire, transfer or ship records

#### COLUMN C WHICH ARE:

at RMs, Command Records Managers (CRM) and other offices

#### COLUMN D DISPOSITION:

Destroy when all records listed have been destroyed or transferred to the National Archives or when no longer needed, whichever is later.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 52 Forward to the next higher records management office on inactivation.

### TABLE & RULE: T 33 - 51 R 17.00

**TITLE:** Other Records Management Operations

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records related to requests for filing equipment, presentation of training courses and other records management operations not covered elsewhere

**COLUMN C WHICH ARE:**

at Records Management Offices and FARMS

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 47 Not authorized for retirement to a federal records center.

**TABLE & RULE: T 33 - 51 R 23.00**

**TITLE: Freedom of Information Act (FOIA) Program**

**AUTHORITY:** DAA-GRS-2013-0007-0006,DAA-GRS-2016-0013-0003

**DATE MODIFIED:** 14 / Mar / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

annual FOIA report and correspondence relating to administering the FOIA and responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, to requests which are referred to another agency for action and to requests for which no records were found

**COLUMN C WHICH ARE:**

correspondence relating to administering the FOIA

**COLUMN D DISPOSITION:**

Destroy after 3 years

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 eFOIA has been validated as a scheduled system for records under this table and rule.

**TABLE & RULE: T 33 - 51 R 24.01**

**TITLE: FOIA Case Files and Control Logs**

**AUTHORITY:** DAA-GRS-2016-0002-0001,DAA-GRS-2016-0002-0004,DAA-GRS-2016-0013-0003

**DATE MODIFIED:** 14 / Mar / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

legal opinions, official files or record copies of requested records, record search findings initiated by FOIA, order of the courts or under E-Discovery rules, those pending litigation, and those under appeal, denials of access to all or parts of records requested. Includes FOIA control logs maintained for control purposes, including registers and similar records listing data, nature of request and name and address of requester

**COLUMN C WHICH ARE:**

turned over to the requester, the courts, legal staff, or general counsel or in response to the search request. These include records of searchers, keywords, and or search criteria, and not appealed

**COLUMN D DISPOSITION:**

Destroy 7 years after final agency action or 3 years after final adjudication by the courts. Records identified and frozen but not retrieved by the courts or legal staff can be destroyed with related records when the appeal or litigation is resolved or

terminated. File records responsive to FOIA requests according to rules on FOIA in this table.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 eFOIA has been validated as a scheduled system for records under this table and rule.

### T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

#### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2017-0007-0012

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

### T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

#### TABLE & RULE: T 91 - 04 R 24.00

**TITLE:** All Job Safety Training

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-98-02

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

AF Form 55 for individuals

#### COLUMN C WHICH ARE:

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

#### COLUMN D DISPOSITION:

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.



**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 04 R 25.00****TITLE:** Job Safety Training/Discharged/Separated or Retired**DATE MODIFIED:** 23 / Jun / 2005**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-98-02**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

AF Form 55 for individuals

**COLUMN C WHICH ARE:**

discharged, separated, or retired

**COLUMN D DISPOSITION:**

Destroy after one year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:03:06

## for NASIC / NONE / AIA NASIC / NASIC/SC / SCX

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 17 - 11: CYBERSPACE - COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS AND COLLATERAL DATA

**TABLE & RULE: T 17 - 11 R 04.00****TITLE: Security Awareness Training and Education Program (Information Assurance)****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 21 / Feb / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records showing accomplishment of Information Assurance objectives including records of briefings presented, movies shown, educational products used, personnel trained and training reports

**COLUMN C WHICH ARE:**

at AFCA and OPR

**COLUMN D DISPOSITION:**

Destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 17 - 12: CYBERSPACE - TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

**TABLE & RULE:** T 17 - 12 R 12.00

**TITLE:** TEMPEST Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

TEMPEST reports

**COLUMN C WHICH ARE:**

reports prepared and submitted

**COLUMN D DISPOSITION:**

Destroy 1 year after next report.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 25: COMMUNICATIONS AND INFORMATION - AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS

**TABLE & RULE:** T 33 - 25 R 05.02

**TITLE:** Certification

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

documentation relating to the certification of software, an AIS, or facility, including requests for accreditation

**COLUMN C WHICH ARE:**

at AIS activity

**COLUMN D DISPOSITION:**

Disposition Pending...

**TABLE & RULE:** T 33 - 25 R 09.00

**TITLE:** Vulnerability/ Incident Reports

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

upchanneled reports identifying AIS security vulnerabilities and incidents

**COLUMN C WHICH ARE:**

at MAJCOMs/FOAs and AIS activities reporting vulnerability or incident

**COLUMN D DISPOSITION:**

Disposition Pending...

## T 33 - 28: COMMUNICATIONS AND INFORMATION - CERTIFICATE MANAGEMENT AUTHORIZATION (CMA) RECORDS

**TABLE & RULE:** T 33 - 28 R 02.00

**TITLE:** Class 3 Certificate Authority (CA) During System Initialization

**AUTHORITY:** N1-AFU-03-09

**DATE CREATED:** 24 / Apr / 2003

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### COLUMN B CONSISTING OF:

Class 3 Certificate Authority (CA) during system initialization

### COLUMN C WHICH ARE:

CMA archive records including system initialization records covering CMA accreditation (when necessary), certificate practice statement (CPS), and any contractual agreements to which the CMA is bound; system equipment configuration records; and CMA operational records such as modifications or updates, certificate requests and revocation requests, subscriber identity authentication documentation as required, documentation of receipt and acceptance of certificates (including DD Forms 2841 and 2842), documentation of receipt of tokens, all certificates and certificate revocation list (CRL) (or other revocation information) as issued or published, security audit records and data, other data or applications sufficient to verify archive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors

### COLUMN D DISPOSITION:

Destroy after 10 years.

### NOTES

- 26 The CA shall provide archived data and applications needed to read the archives to the DoD archival facility approved by the Policy Management Authority (PMA). This DoD facility shall retain the applications necessary to read this archived data for duration of the retention period.
- 29 Archives will not be modified or deleted by unauthorized CA equipment operators, but archived records may be moved to another medium.
- 32 If original media cannot retain the data for the required period, a mechanism to periodically transfer the archival data to new media shall be defined by the archive site.
- 53 No transfer of medium shall invalidate CMA applied signature.
- 62 The CMA shall maintain a list of persons authorized to modify or delete the archive and make this list available during CP compliance audits.
- 76 Release of sensitive archive information will be in accordance with guidance set forth in applicable policy.
- 87 Archive media shall be stored in a separate, safe, secure storage facility. Prior to archive, archive records shall be labeled with MDA's distinguished name, the date and the classification.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 10.00

**TITLE:** Office Projects/Studies Background & Working Materials, Office Projects/Studies Needed to Document Other Records Series

**AUTHORITY:** DAA-GRS-2017-0003-0001

**DATE MODIFIED:** 23 / Jan / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

office projects/studies background and working material

#### COLUMN C WHICH ARE:

routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings not needed to document the project/study

#### COLUMN D DISPOSITION:

Destroy when no longer needed or on completion of the project/study, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

#### **COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

#### **COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### **COLUMN C WHICH ARE:**

maintained by supervisor

#### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 64 - 04: CONTRACTING - CONTRACT PERFORMANCE

**TABLE & RULE:** T 64 - 04 R 26.01

**TITLE:** Government-wide Purchase Card (GPC) (IMPAC) Program Administration at Using Office

**AUTHORITY:** DAA-GRS-2013-0003-0001 AND FAR 4.805(B)(3)

**DATE CREATED:** 24 / Apr / 2003

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 08 / Feb / 2017

### **COLUMN B CONSISTING OF:**

receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance.

### **COLUMN C WHICH ARE:**

at approving official and cardholder unit level

### **COLUMN D DISPOSITION:**

Destroy 10 years after final payment.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 64 - 06: CONTRACTING - BAILMENT AGREEMENTS

**TABLE & RULE:** T 64 - 06 R 04.00

**TITLE:** Bailment Agreements - Other

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

bailing agreements

### **COLUMN C WHICH ARE:**

at other than AF procurement activities

### **COLUMN D DISPOSITION:**

Destroy when superseded or cancelled.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

### TABLE & RULE: T 65 - 01 R 08.00

**TITLE:** Internal Controls Compliance Reviews

**AUTHORITY:** N1-AFU-86-63

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

internal controls compliance reviews

#### **COLUMN C WHICH ARE:**

letters, checklists, reports of finding and records pertaining to compliance-type reviews

#### **COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

### TABLE & RULE: T 91 - 04 R 24.00

**TITLE:** All Job Safety Training

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

AF Form 55 for individuals

#### **COLUMN C WHICH ARE:**

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

#### **COLUMN D DISPOSITION:**

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 25.00

**TITLE:** Job Safety Training/Discharged/Separated or Retired

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

AF Form 55 for individuals

**COLUMN C WHICH ARE:**

discharged, separated, or retired

**COLUMN D DISPOSITION:**

Destroy after one year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 11:38:16

## for NASIC / NONE / AIA NASIC / NASIC/CC / SE

### T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 05.00****TITLE:** Reading File**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

reading file

**COLUMN C WHICH ARE:**

extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes and are maintained in a separate chronological file

**COLUMN D DISPOSITION:**

Destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

**TABLE & RULE: T 33 - 46 R 19.00****TITLE:** Delegations/Designations of Authority and Additional Duty Assignments**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 90 - 02: SPECIAL MANAGEMENT - INSPECTION RECORDS

### TABLE & RULE: T 90 - 02 R 03.00

**TITLE:** Inspected Activities Inspection Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / Jan / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

inspected activities inspection reports

#### COLUMN C WHICH ARE:

at monitoring, evaluating or approving authorities

#### COLUMN D DISPOSITION:

Destroy after 10 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

## T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

### TABLE & RULE: T 91 - 04 R 08.00

**TITLE:** Hazard Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

reports, with related attachments and correspondence

#### **COLUMN C WHICH ARE:**

concerning but not limited to weapons, ground, and flying hazards

#### **COLUMN D DISPOSITION:**

Destroy 5 years after closing action taken.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 10.00

**TITLE:** Safety Council Meetings

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

minutes of meetings

#### **COLUMN C WHICH ARE:**

related to flight, ground, explosive, missile, space and nuclear safety operations and their improvement

#### **COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 16.00

**TITLE:** Hazard Abatement Plans

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Hazard Abatement Plans

**COLUMN C WHICH ARE:**

USAF Hazard Abatement Log

**COLUMN D DISPOSITION:**

Destroy 5 years after closing action taken.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 04 R 22.00**

**TITLE:** AF Form 1286, Safety Education Call Roster

**AUTHORITY:** N1-AFU-91-06

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

AF Form 1286

**COLUMN C WHICH ARE:**

Safety Education Call Rosters

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 91 - 05: SAFETY - MISHAP REPORTING RECORDS****TABLE & RULE: T 91 - 05 R 05.00**

**TITLE:** Ground Mishap Reports at MAJCOMs/DRUs/FOAs and Below

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

USAF mishap report series, with pertinent attachments, records and related papers

**COLUMN C WHICH ARE:**

at MAJCOMs/DRUs/FOAs and below

**COLUMN D DISPOSITION:**

Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

## NOTES

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:03:47

## for NASIC / NONE / AIA NASIC / NASIC/SM / SM

### T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

**TABLE & RULE: T 25 - 03 R 04.00****TITLE:** Information Copies of Support Agreements**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 19 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

copies

**COLUMN C WHICH ARE:**

information copies of support agreements

**COLUMN D DISPOSITION:**

Destroy when agreement is superseded or terminated.

### T 33 - 39: COMMUNICATIONS AND INFORMATION - REPROGRAPHICS

**TABLE & RULE: T 33 - 39 R 16.00****TITLE:** Copier Operating Rules**AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / May / 2006**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Information on copying machine limitations and unlawful reproduction, office copy machine identification restrictions; and local operating notices

**COLUMN C WHICH ARE:**

posted on or near copiers

**COLUMN D DISPOSITION:**

Destroy when superseded or when machine has been permanently removed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 02.00

**TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

#### COLUMN C WHICH ARE:

created or received by any office not covered by Rule 1

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

#### **COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

#### **COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 51 R 05.00

**TITLE:** Retirement, Transfer, or Shipment of Records Retired to Records Centers

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

forms and related correspondence used to retire, transfer or ship records

#### COLUMN C WHICH ARE:

at RMs, Command Records Managers (CRM) and other offices

#### COLUMN D DISPOSITION:

Destroy when all records listed have been destroyed or transferred to the National Archives or when no longer needed, whichever is later.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 52 Forward to the next higher records management office on inactivation.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 02: FINANCIAL MANAGEMENT - BUDGET

### TABLE & RULE: T 65 - 02 R 14.00

**TITLE:** Program Project and Appropriation Control

**AUTHORITY:** GRS 05, ITEM 04

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

program project and appropriation control

#### COLUMN C WHICH ARE:

funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports and supporting documents for monitoring obligations of funds

#### COLUMN D DISPOSITION:

Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 21: FINANCIAL MANAGEMENT - TRAVEL RECORDS

**TABLE & RULE:** T 65 - 21 R 16.00

**TITLE:** Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information)

**AUTHORITY:** DAA-GRS-2013-0003-0001

**DATE CREATED:** 27 / May / 2004

**DATE MODIFIED:** 14 / Sep / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### COLUMN B CONSISTING OF:

original or copies of receipts, documents, statements of transactions and accountability, vouchers, disbursement schedules and all records documenting the basic financial transaction, money received and money paid out or deposited for activities relating or occurring during the course of conducting agency business. Audit records include, but are not limited to Air Force, Standard and Optional forms which document basic financial transactions (i.e. SF 215, SF 224, SF 1012, SF 1034, SF 1036, SF 1038, SF 1047, SF 1069, SF 1080, SF 1081, SF 1096, SF 1097, SF 1098, SF 1113, SF 1129, SF 1143, SF 1145, SF 1154, SF 1156, SF 1164, SF 1166, SF 1185, SF 1218, SF 1219, SF 1220, SF 1221, OF 1114, OF 1114A, OF 1114B, etc.)

### COLUMN C WHICH ARE:

held for onsite audits and include, but are not limited to audits, vouchers, contracts, statements of transactions and accountability, and other supporting documents for DTS and RTS travelers as directed by DoDFMR, Vol 9, Chapter 2.

### COLUMN D DISPOSITION:

Destroy 10 years after period covered by account.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

**TABLE & RULE:** T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

## NOTES

- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

## T 84 - 01: HISTORY - HISTORICAL PROGRAM RECORDS

### TABLE & RULE: T 84 - 01 R 09.00

**TITLE:** Organizational Emblems - Intermediate Headquarters

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### COLUMN B CONSISTING OF:

official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents

### COLUMN C WHICH ARE:

at intermediate headquarters

### COLUMN D DISPOSITION:

Forward to AFHRA/RS when no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:06:04

## for NASIC / NONE / AIA NASIC / NASIC/SM / SMB

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 14 - 03 R 06.00****TITLE: Intelligence Reference Records -- Regardless of Location****AUTHORITY: N1-341-00-01****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

printed or processed materials, photographs, or maps accumulated at any organizational level as a reference file or for library intelligence research purposes

**COLUMN C WHICH ARE:**

information copies of finished intelligence reports at originating activity(s), or produced by other national intelligence agencies, DIA, unified and special commands, or by USAF activities for departmental level

**COLUMN D DISPOSITION:**

Destroy when obsolete, superseded, or no longer needed.

## T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

### TABLE & RULE: T 14 - 10 R 01.00

**TITLE:** Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs

**AUTHORITY:** DAA-GRS-2016-0002-0002

**DATE MODIFIED:** 09 / Feb / 2016

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 09 / Feb / 2016

#### COLUMN B CONSISTING OF:

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

#### COLUMN C WHICH ARE:

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

#### COLUMN D DISPOSITION:

Destroy when 2 years old.

### NOTES

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



## T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

### TABLE & RULE: T 31 - 08 R 03.00

**TITLE:** Emergency and or Special Access Certificates in a Special Security File

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

AF Forms 2586, Enescorted Entry Authorization Certificate, backup and other similar data

#### **COLUMN C WHICH ARE:**

used to reconcile accountability of badges upon issue and turn-in

#### **COLUMN D DISPOSITION:**

Destroy 2 years after the badge has been turned in and destroyed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 32 - 39: CIVIL ENGINEERING - DISASTER PREPAREDNESS

### TABLE & RULE: T 32 - 39 R 07.00

**TITLE:** Training, Assistance Agreements, Review/Reference Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 24 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

unit training excercises; formal agreements to which two or more agencies are signatories; of Rules 28, 29, and 30; training outlines, lesson plans, methods, and test sheets

#### **COLUMN C WHICH ARE:**

information copies; assistance agreements information or review copies; support plans reference copies; at MAJCOMs and below

#### **COLUMN D DISPOSITION:**

Destroy when superseded or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

#### COLUMN C WHICH ARE:

at postal activities, originating offices and official mail activities

#### COLUMN D DISPOSITION:

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00**

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 36 - 33: PERSONNEL - HONORS AND AWARDS

### TABLE & RULE: T 36 - 33 R 03.00

**TITLE:** Special Honors, Trophies and Awards at Intermediate Headquarters and All Nonselected Nominations...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence ALSO: Approved/Disapproved AF Achievement & Unit/Campaign Awards @ Awarding/Disapproving Authority, Favorable Communications, Outstanding Personnel Programs, AF Maintenance Awards Approved/Disapproved @ Intermed. HQ, AF Maintenance Awards Disapproved @ Initiating Activities, Transportation Awards, Air Traffic Control Annual Awards Nonselected, Aircraft, Air Weapons Controller Badge, Air Traffic Controller Badge, AF Communications & Information Mgmt. Awards, Aircraft & Munitions Maintenance Badge Disapproved Awards @ Disapproving Authority, Manpower Awards Disapproved (Record Copy) @ MAJCOM, Manpower Awards Initiating Activity, Acquisition Awards @ Initiating Activities

#### COLUMN C WHICH ARE:

at intermediate headquarters and all nonselected nominations

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## NOTES

- 35** For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60** Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60** Variable and flextime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:06:38

## for NASIC / NONE / AIA NASIC / NASIC/SM / SMD

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 02.00****TITLE:** Intelligence Information Copies and Intelligence Reference Records**DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-90-03**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

copies, reference records and other materials including copies of intelligence reports produced by other agencies and used to support contributions to national or joint estimates

**COLUMN C WHICH ARE:**

regardless of location and producing agency(s)

**COLUMN D DISPOSITION:**

Destroy when superseded, rescinded, or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

**TABLE & RULE: T 33 - 42 R 02.00****TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]**DATE MODIFIED:** 19 / Mar / 2007**FROZEN RECORD:** No**AUTHORITY:** N1-AFU-90-03**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

**COLUMN C WHICH ARE:**

created or received by any office not covered by Rule 1

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 04.00****TITLE: Transitory Material****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

transitory material

**COLUMN C WHICH ARE:**

transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file

**COLUMN D DISPOSITION:**

Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT****TABLE & RULE: T 33 - 45 R 01.00****TITLE: Office Administrative Files and Schedule of Daily Activities****AUTHORITY: DAA-GRS-2016-0016-0001****DATE MODIFIED:** 28 / Jul / 2017**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

**TABLE & RULE: T 33 - 45 R 04.00****TITLE: Electronically Stored Information (ESI) Project Control & Support Background, Working Papers, Draft Documents****AUTHORITY: DAA-GRS-2013-0002-0016****DATE MODIFIED:** 23 / Jan / 2018**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:**



**COLUMN B CONSISTING OF:**

all media types but specifically focused on Electronically Stored Information (ESI) to include project control and support working papers, background and decision-making data, draft briefings, point papers, correspondence (e-mail and paper) and other information pertaining to a project or event.

**COLUMN C WHICH ARE:**

searched when responding to a record search and include drafts and works in progress require shared storage/access to comply with the Federal Rules of Civil Procedures (FRCP) relevant to litigation. Exclude working papers, drafts, stenographic notes, tapes and disks that have been transcribed; and charts, diagrams, or other graphic material used during briefings and data that is summarized in final or other conclusion records.

**COLUMN D DISPOSITION:**

Destroy or delete when 2 years old, or 2 years after the date of the latest change, whichever is applicable.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 45 R 06.00**

**TITLE: Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. (Defined in AFI 33-124) (Not covered elsewhere)

**COLUMN C WHICH ARE:**

at preparing, monitoring and intermediate activities

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

**TABLE & RULE: T 33 - 45 R 09.00**

**TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 14.00

**TITLE:** Official Visits/Staff Visits at Offices Performing Visits

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series covered elsewhere

#### COLUMN D DISPOSITION:

Destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 19.00****TITLE: Delegations/Designations of Authority and Additional Duty Assignments****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00****TITLE: Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)****AUTHORITY:** N1-AFU-90-03**DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:07:18

## for NASIC / NONE / AIA NASIC / NASIC/SM / SMF

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 02.00****TITLE: Intelligence Information Copies and Intelligence Reference Records****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

copies, reference records and other materials including copies of intelligence reports produced by other agencies and used to support contributions to national or joint estimates

**COLUMN C WHICH ARE:**

regardless of location and producing agency(s)

**COLUMN D DISPOSITION:**

Destroy when superseded, rescinded, or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

**TABLE & RULE: T 14 - 10 R 01.00****TITLE: Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs****AUTHORITY: DAA-GRS-2016-0002-0002****DATE MODIFIED:** 09 / Feb / 2016**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 09 / Feb / 2016**COLUMN B CONSISTING OF:**

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

**NOTES**

## NOTES

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

### TABLE & RULE: T 31 - 08 R 02.00

**TITLE:** Emergency or Special Access Certificates

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

documents and related correspondence

#### COLUMN C WHICH ARE:

at units of assignments or issuing authorities

#### COLUMN D DISPOSITION:

Destroy upon termination of access.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 19: COMMUNICATIONS AND INFORMATION - VISUAL INFORMATION (VI) LIBRARY SERVICES

**TABLE & RULE: T 33 - 19 R 13.00**

**TITLE: Signature Cards**

**AUTHORITY: N1-AFU-89-12**

**DATE MODIFIED:** 03 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

signature card (DD Form 577, Signature Card)

**COLUMN C WHICH ARE:**

for individuals requesting or receipting for classified VI products

**COLUMN D DISPOSITION:**

Destroy upon reassignment, transfer, or separation of customer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

**TABLE & RULE: T 33 - 34 R 14.00**

**TITLE: Accountable Container Receipts**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

**TABLE & RULE:** T 33 - 43 R 05.00

**TITLE:** Suspense Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

file copies or extra copies of communications, forms, notes, etc.

### **COLUMN C WHICH ARE:**

used to manage correspondence flow

### **COLUMN D DISPOSITION:**

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

**TABLE & RULE:** T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**AUTHORITY:** DAA-GRS-2016-0016-0001

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

### **COLUMN C WHICH ARE:**

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

### **COLUMN D DISPOSITION:**

Destroy after 2 years.

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.



## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.00

**TITLE:** Official Visits/Staff Visits at Offices or Organizations Visited

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences

#### COLUMN C WHICH ARE:

not made a part of or needed to document another records series

#### COLUMN D DISPOSITION:

Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 27.00

**TITLE:** Locator or Personnel Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

locator or personnel data

**COLUMN C WHICH ARE:**

cards, machine listings, rosters and comparable data

**COLUMN D DISPOSITION:**

Destroy when superseded or on reassignment or separation of individual.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When the bottom of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 33-329, Base and Unit Personnel Locators, and 33-332, Air Force Privacy Act Program.)

**TABLE & RULE: T 33 - 46 R 31.00**

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 04.04

**TITLE:** Performance Appraisal

**AUTHORITY:** DAA-GRS-2017-0007-0008

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

records used to support or track employee performance during the appraisal period; records of periodic performance discussion

#### **COLUMN C WHICH ARE:**

kept by supervisor

#### **COLUMN D DISPOSITION:**

destroy 4 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity).

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

**COLUMN C WHICH ARE:**

maintained by supervisor

**COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFSA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

**T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY****TABLE & RULE: T 65 - 22 R 03.00**

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2016-0015-0003

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

**COLUMN C WHICH ARE:**

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

**COLUMN D DISPOSITION:**

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

**NOTES**

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

**TABLE & RULE: T 65 - 22 R 04.00****TITLE: Applications for Leave - Where Time and Attendance Initialed by Employee****AUTHORITY:** GRS 02, ITEM 06A**DATE MODIFIED:** 01 / Oct / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

leave applications for other than home leave or telecommuting, used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms

**COLUMN C WHICH ARE:**

at supervisor's operating area

**COLUMN D DISPOSITION:**

Destroy at end of pay period.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION****TABLE & RULE: T 91 - 04 R 24.00****TITLE: All Job Safety Training****AUTHORITY:** N1-AFU-98-02**DATE MODIFIED:** 23 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

AF Form 55 for individuals

**COLUMN C WHICH ARE:**

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

**COLUMN D DISPOSITION:**

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:08:19

## for NASIC / NONE / AIA NASIC / NASIC/SM / SMR

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 23 - 08: MATERIEL MANAGEMENT - INVENTORY CONTROL RECORDS

**TABLE & RULE: T 23 - 08 R 06.00****TITLE: Inventory Adjustment or Accountable Adjustment Records****AUTHORITY: DAA-GRS-2016-0011-0001****DATE MODIFIED:** 08 / Mar / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:** 04 / Mar / 2016**COLUMN B CONSISTING OF:**

SBSSs inventory adjustment listings

**COLUMN C WHICH ARE:**

used to adjust item/detail records balances; processed per AFI 23-101 and AFMAN 23-122

**COLUMN D DISPOSITION:**

Destroy after 3 years.

**NOTES**

- 17 Records on certain items, listed in AFI 23-101 and AFMAN 23-122, are retained as required by other governing directives.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 13.00

**TITLE:** Security Termination Statements, Suspense Receipt/Destruction Certificate, Security Incidents

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 21 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

security incidents for other security incidents; or record suspense receipt and destruction certificate file for SECRET material inactive records which are receipt for classified material or destruction certificates; or statements completed when terminating access to special program material at unit of assignment; or security termination statements in the Unit Personnel Records Group (UPRG) which are statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; or security termination statements at unit of assignment for civilian personnel

#### COLUMN C WHICH ARE:

security incidents for other security incidents; receipt for classified material or destruction certificates; at unit of assignment; statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; at unit of assignment for civilian personnel

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 20.00

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record suspense receipt and destruction certificate file

#### COLUMN C WHICH ARE:

for SECRET material normal suspenses

#### COLUMN D DISPOSITION:

Destroy upon return of signed receipt.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY

**TABLE & RULE: T 33 - 34 R 14.00**

**TITLE: Accountable Container Receipts**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

### **COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

### **COLUMN D DISPOSITION:**

Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).

### **NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 38: COMMUNICATIONS AND INFORMATION - PUBLICATIONS MANAGEMENT

**TABLE & RULE: T 33 - 38 R 07.00**

**TITLE: Operating Instructions (OIs)**

**AUTHORITY: N1-AFU-90-03**

**DATE MODIFIED:** 19 / Oct / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### **COLUMN B CONSISTING OF:**

record copies and background material, if any, retained by offices of primary responsibility

### **COLUMN C WHICH ARE:**

at HQ USAF/MAJCOMs/major subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc., OIs)

### **COLUMN D DISPOSITION:**

Destroy when superseded, rescinded, obsolete or no longer needed.

### **NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 49 Report material of historical or other significant value considered worthy of permanent preservation to SAF/CIO A6.



## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

#### **COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### **COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

#### **COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

#### **COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

## T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

### TABLE & RULE: T 91 - 04 R 24.00

**TITLE:** All Job Safety Training

**AUTHORITY:** N1-AFU-98-02

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

AF Form 55 for individuals

#### COLUMN C WHICH ARE:

permanent duty, in Permanent Change of Status (PCS) or Permanent Change of Assignment (PCA)

#### COLUMN D DISPOSITION:

Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:09:04

## for NASIC / NONE / AIA NASIC / NASIC/SM / SMS

### T 14 - 03: INTELLIGENCE - INTELLIGENCE ESTIMATE RECORDS

**TABLE & RULE: T 14 - 03 R 04.00****TITLE: Finished Intelligence Reports****AUTHORITY: NC1-AFU-80-08****DATE MODIFIED:** 31 / Jan / 2007**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

**COLUMN C WHICH ARE:**

record sets and supporting records (background material) at the office of preparation

**COLUMN D DISPOSITION:**

Retire as permanent when rescinded, superseded, or obsolete.

**NOTES**

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 42: COMMUNICATIONS AND INFORMATION - CORRESPONDENCE, MESSAGES AND PROJECT FILES

### TABLE & RULE: T 33 - 42 R 02.00

**TITLE:** General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for the office of primary responsibility, and flying status reports/flying status actions regardless of location ALSO: Correspondence Files Not Making Policy, Copies of ALPERSCOM and AIG 8106, Staff Meetings and Conferences Recorded in Other Series

#### COLUMN C WHICH ARE:

created or received by any office not covered by Rule 1

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

### TABLE & RULE: T 33 - 43 R 05.00

**TITLE:** Suspense Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

file copies or extra copies of communications, forms, notes, etc.

#### COLUMN C WHICH ARE:

used to manage correspondence flow

#### COLUMN D DISPOSITION:

Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 27.00

**TITLE:** Locator or Personnel Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

locator or personnel data

#### COLUMN C WHICH ARE:

cards, machine listings, rosters and comparable data

#### COLUMN D DISPOSITION:

Destroy when superseded or on reassignment or separation of individual.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When the bottom of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 33-329, Base and Unit Personnel Locators, and 33-332, Air Force Privacy Act Program.)

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM****TABLE & RULE: T 33 - 51 R 02.00**

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.



NOTES

- 60Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60Variable and flextime records are held at supervisor's operating area until eligible for destruction.

T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION

TABLE & RULE: T 91 - 04 R 24.00	
TITLE: All Job Safety Training	DATE MODIFIED: 23 / Jun / 2005
	FROZEN RECORD: No
AUTHORITY: N1-AFU-98-02	CURRENT: Yes
	DATE APPROVED:

- COLUMN B CONSISTING OF:
- AF Form 55 for individuals
- COLUMN C WHICH ARE:
- permanent duty, in Permanent Change of Status (PCS)or Permanent Change of Assignment(PCA)
- COLUMN D DISPOSITION:
- Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment.

NOTES

- 21Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:09:37

for NASIC / NONE / AIA NASIC / NASIC/SO / SO

## T 14 - 11: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) PERSONNEL SECURITY RECORDS

### TABLE & RULE: T 14 - 11 R 01.00

**TITLE:** Personnel Security Access or Adjudication of Persons Filling or Nominated to Fill SCI Position

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

complete case files showing dates of access, adjudication data and rationale, reason for debriefing, or determining ineligible for SCI

#### COLUMN C WHICH ARE:

at HQ USAF

#### COLUMN D DISPOSITION:

Disposition pending...

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

#### COLUMN B CONSISTING OF:

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

#### COLUMN C WHICH ARE:

not a part of or needed to document another record series covered elsewhere

#### COLUMN D DISPOSITION:

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### **COLUMN C WHICH ARE:**

maintained by supervisor

#### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:10:11

## for NASIC / NONE / AIA NASIC / NASIC/SO / SOO

### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

#### TABLE & RULE: T 14 - 10 R 01.00

**TITLE:** Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs

**AUTHORITY:** DAA-GRS-2016-0002-0002

**DATE MODIFIED:** 09 / Feb / 2016

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:** 09 / Feb / 2016

#### COLUMN B CONSISTING OF:

registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.

#### COLUMN C WHICH ARE:

used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials

#### COLUMN D DISPOSITION:

Destroy when 2 years old.

#### NOTES

- 22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

#### TABLE & RULE: T 14 - 10 R 08.00

**TITLE:** Security Violations Files

**AUTHORITY:** DAA-GRS-2017-0006-0027

**DATE MODIFIED:** 19 / Apr / 2019

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

agreements subscribing to secrecy rules signed at the time of inadvertent disclosure of SCI by non-SCI indoctrinated and declared an SCI compromise by HQ USAF, DIA, National Security Agency (NSA), or Central Intelligence Agency (CIA)

#### COLUMN C WHICH ARE:

exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations

#### COLUMN D DISPOSITION:

Destroy 7 years after close of case.

## T 14 - 12: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) PHYSICAL SECURITY RECORDS

### TABLE & RULE: T 14 - 12 R 03.00

**TITLE:** SCIF Validation and Accreditation at the SCIF Involved

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

SCIF validation and accreditation

**COLUMN C WHICH ARE:**

at the SCIF involved

**COLUMN D DISPOSITION:**

Disposition pending...

### TABLE & RULE: T 14 - 12 R 07.00

**TITLE:** Semiannual Tests of SCIF Alarm Systems (AF Form 2530, Alarm System Test Record) and Semiannual Security Response Force Tests

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

records concerning evaluation and monthly testing of installed alarm systems and quarterly security response force tests

**COLUMN C WHICH ARE:**

used to determine the effectiveness of alarm operations and general security alertness of response forces

**COLUMN D DISPOSITION:**

Disposition pending...

### TABLE & RULE: T 14 - 12 R 08.00

**TITLE:** Random Search Program Records

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

random search program records

**COLUMN C WHICH ARE:**

reports of results of monthly random searches

**COLUMN D DISPOSITION:**

Disposition pending...

## T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

### TABLE & RULE: T 25 - 03 R 04.00

**TITLE:** Information Copies of Support Agreements

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

copies

#### COLUMN C WHICH ARE:

information copies of support agreements

#### COLUMN D DISPOSITION:

Destroy when agreement is superseded or terminated.

## T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

### TABLE & RULE: T 31 - 04 R 02.00

**TITLE:** Original Classification Auth, Storage Facility ID Forms, Emergency Planning, Security Guides/Instructions, Program Plans

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 21 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

original classification authority at MAJCOM, FOA or DRU; or original classification authority listing by incumbent's name and date which are trained at other levels; or listing by incumbent's name and date trained of officials designated to exercise original classification authority in the absence of the primary official at MAJCOM, FOA or DRU; or forms used for identifying persons responsible for storage facilities or containers which are records for the opening, closing and checking of security type equipment, and results of room or area security inspection; or emergency planning which are plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action; or security classification guides information copies; or program plans and security instructions which are copies at other offices

#### COLUMN C WHICH ARE:

at MAJCOM, FOA or DRU; trained at other levels; records for the opening, closing and checking of security type equipment, and results of room or area security inspection; plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action; security classification guides information copies; copies at other offices

#### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 10.00

**TITLE:** Authority to Escort or Hand-Carry Classified Material

**AUTHORITY:** GRS 18, ITEM 01

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**



**COLUMN B CONSISTING OF:**

authorization

**COLUMN C WHICH ARE:**

authority to escort or hand-carry classified material

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 16.00**

**TITLE:** TOP SECRET Control

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

TOP SECRET control

**COLUMN C WHICH ARE:**

TOP SECRET registers, its attached receipts and destruction certificates

**COLUMN D DISPOSITION:**

Destroy 5 years after all register page entries have been made inactive.

**NOTES**

- 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 20.00**

**TITLE:** Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

record suspense receipt and destruction certificate file

**COLUMN C WHICH ARE:**

for SECRET material normal suspenses

**COLUMN D DISPOSITION:**

Destroy upon return of signed receipt.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

## NOTES

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 22.00

**TITLE:** Security Classification Guides

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

record copy of published editions and changes; forms reflecting approvals, revisions, re-issuances, reviews or cancellations; and other related records

#### COLUMN C WHICH ARE:

at the issuing activity or office of primary responsibility

#### COLUMN D DISPOSITION:

Destroy after 10 years.

## NOTES

- 12 Retire after the system, program, or project is terminated or phased out of the inventory.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 40.00

**TITLE:** Waivers or Exceptions Approved

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

waivers or exceptions approved

#### COLUMN C WHICH ARE:

authority to deviate or not comply with program requirements

#### COLUMN D DISPOSITION:

Destroy upon expiration date or when no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 41.00

**TITLE:** Waivers or Exceptions Disapproved

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

waivers or exceptions

**COLUMN C WHICH ARE:**

disapproved

**COLUMN D DISPOSITION:**

Destroy upon return of requested action.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 51.00**

**TITLE:** Mandatory Declassification Review (MDR) Program

**AUTHORITY:** GRS 14, ITEM 26

**DATE MODIFIED:** 16 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Mandatory Declassification Review (MDR) program

**COLUMN C WHICH ARE:**

correspondence relating to administering the MDR

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 31 - 07: SECURITY - INDUSTRIAL SECURITY PROGRAM****TABLE & RULE: T 31 - 07 R 01.00**

**TITLE:** Facility (Security) Clearance (FCL), Security Agreements, Standard Practice Procedures (SPP)

**AUTHORITY:** N1-AFU-88-38

**DATE MODIFIED:** 21 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

initial requests for FCL by contractor, justification for retention of clearance or termination of FCL, and related records at security police unit providing security oversight of contractor; or security agreements which are DD Form 441, Department of Defense Security Agreement; DD Form 441-1, Appendage to Department of Defense Security Agreement; DD Form 374, DOD Facility Security Clearance Survey Data Sheet; Letter of Notification of Facility Clearance (DIS FL 381-R); and related records; or classified information security procedures followed by the contractor at security police unit providing security oversight of contractor

**COLUMN C WHICH ARE:**

at security police unit providing security oversight of contractor; DD Form 441, Department of Defense Security Agreement; DD Form 441-1, Appendage to Department of Defense Security Agreement; DD Form 374, DOD Facility Security Clearance Survey Data Sheet; Letter of Notification of Facility Clearance (DIS FL 381-R); and related records; at security police unit providing security oversight of contractor

**COLUMN D DISPOSITION:**

Destroy 2 years after termination of FCL.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 07 R 10.00

**TITLE:** Classification Specification

**AUTHORITY:** N1-AFU-88-38

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

DD Form 254, DOD Contract Security Classification Specification, and related records pertaining to classification, downgrading, declassification, and disposition

#### COLUMN C WHICH ARE:

at security police unit providing security oversight of contractor and higher command levels

#### COLUMN D DISPOSITION:

Destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 31 - 10: SECURITY - PHYSICAL SECURITY

### TABLE & RULE: T 31 - 10 R 01.00

**TITLE:** Physical Security Operations Evaluations

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

physical security operations evaluations

#### COLUMN C WHICH ARE:

test, survey, and inspection reports

#### COLUMN D DISPOSITION:

Destroy 1 year after action completed or after next inspection, whichever is later.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 10 R 01.01****TITLE: Security Systems Intrusion Detection System****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

plans, proposals, and authorizations

**COLUMN C WHICH ARE:**

at security police and operating activities

**COLUMN D DISPOSITION:**

Destroy 1 year after system is removed from facility.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 39 Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.

**T 33 - 34: COMMUNICATIONS AND INFORMATION - MAIL ACCEPTANCE AND DELIVERY****TABLE & RULE: T 33 - 34 R 14.00****TITLE: Accountable Container Receipts****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 14 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings

**COLUMN C WHICH ARE:**

at postal activities, originating offices and official mail activities

**COLUMN D DISPOSITION:**Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger.  
(EXCEPTION: destroy suspense copy of receipt after return of signed receipt).**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

precedent files

#### COLUMN C WHICH ARE:

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 15.01

**TITLE:** Project, Function, Working Group, IPT, Tiger Team, AFSSO 21, etc. Meeting Minutes

**AUTHORITY:** DAA-GRS-2017-0008-0003

**DATE MODIFIED:** 23 / Jan / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence and documentation of meetings or events in which an exchange of information occurs between individuals or groups or discussions take place about workload, goals, projects, etc. This rule includes notices and meeting minutes described in the deleted Table 37-17, Rule 16 and meetings on a program, project or initiative. Refer to Note 258 for exceptions.

#### COLUMN C WHICH ARE:

relevant to meetings or document committees and or events, relate to meetings and or conferences, working group and IPT sessions. Meeting minute examples include United States Air Force Academy Committees, Military Review Committees, Scheduling Committees, Review Boards, AFSSO21 or Tiger Teams, etc.

#### COLUMN D DISPOSITION:

Destroy two years after the issues are resolved, program deactivation, initiative dissolved, solution implemented, or when no longer needed. Refer to Note 258 for the exceptions / exemptions to this disposition.

### NOTES

- 25 Record sets of formal directives, procedural and operating manuals, publications and management improvement reports submitted to OMB and case files documenting their development are potentially permanent records and must NOT be governed with this table and rule or GRS 16, Item 1a authority.

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 31.00**

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

**COLUMN C WHICH ARE:**

not a part of or needed to document another record series covered elsewhere

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### **COLUMN C WHICH ARE:**

maintained by supervisor

#### **COLUMN D DISPOSITION:**

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:10:47

## for NASIC / NONE / AIA NASIC / NASIC/SO / SOS-1

### T 31 - 06: SECURITY - PERSONNEL INVESTIGATIONS

**TABLE & RULE: T 31 - 06 R 02.00****TITLE: Personnel Security Investigations****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

personnel security investigation

**COLUMN C WHICH ARE:**

nonderogatory reports of personnel security investigations conducted by Defense Security Service (DSS)(formerly Defense Investigative Service [DIS])

**COLUMN D DISPOSITION:**

Destroy after review and completion of clearance or after recording the investigative data when clearance action is required.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

**TABLE & RULE: T 33 - 51 R 02.00****TITLE: Files Maintenance and Disposition (Media Neutral)****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:11:26

## for NASIC / NONE / AIA NASIC / NASIC/SO / SOS-2

### T 14 - 01: INTELLIGENCE - INTELLIGENCE RECORDS

**TABLE & RULE: T 14 - 01 R 08.00****TITLE: Sensitive Compartmented Information (SCI) Non-disclosure Agreements (NDA)****AUTHORITY: DAA-GRS-2015-0002-0003****DATE MODIFIED:** 23 / Jan / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

DD Form 1847, Sensitive Compartmented Information Indoctrination Memorandum, or similar forms

**COLUMN C WHICH ARE:**

at 497 IG/INSB

**COLUMN D DISPOSITION:**

Destroy after 70 years.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 11: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) PERSONNEL SECURITY RECORDS

**TABLE & RULE: T 14 - 11 R 01.00****TITLE: Personnel Security Access or Adjudication of Persons Filling or Nominated to Fill SCI Position****AUTHORITY: UNSCHEDULED****DATE MODIFIED:** 13 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

complete case files showing dates of access, adjudication data and rationale, reason for debriefing, or determining ineligible for SCI

**COLUMN C WHICH ARE:**

at HQ USAF

**COLUMN D DISPOSITION:**

Disposition pending...

## T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

### TABLE & RULE: T 31 - 08 R 15.00

**TITLE:** Security Documents - Other Documents

**AUTHORITY:** GRS 18, ITEM 25B

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

any records (civilian or military)

#### **COLUMN C WHICH ARE:**

not covered in Rules 16 through 21 of this table

#### **COLUMN D DISPOSITION:**

Destroy when the record is no longer needed or upon termination of employment.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. (Defined in AFI 33-124) (Not covered elsewhere)

#### **COLUMN C WHICH ARE:**

at preparing, monitoring and intermediate activities

#### **COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:12:00

## for NASIC / NONE / AIA NASIC / NASIC/SO / SOS-3

### T 14 - 05: INTELLIGENCE - FOREIGN NATIONALS

**TABLE & RULE: T 14 - 05 R 01.02****TITLE: Long-Term Visit Requests****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 13 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

log-tern visit requests

**COLUMN C WHICH ARE:**

1 month to 1 year

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

**TABLE & RULE: T 33 - 51 R 02.00****TITLE: Files Maintenance and Disposition (Media Neutral)****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 15 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

**COLUMN C WHICH ARE:**

media neutral

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:12:28

## for NASIC / NONE / AIA NASIC / NASIC/SO / SOS-4

### T 31 - 01: SECURITY - LAW ENFORCEMENT RECORDS

**TABLE & RULE: T 31 - 01 R 21.00****TITLE: Entry Control Files****AUTHORITY: DAA-GRS-2017-0006-0015****DATE MODIFIED:** 28 / Dec / 2018**FROZEN RECORD:** Yes**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

entry control files

**COLUMN C WHICH ARE:**

registers or logs used to record names of outside contractors, service personnel, visitors employees admitted to areas and reports on automobiles and passengers

**COLUMN D DISPOSITION:**

Destroy 2 years after final entry or 2 years after date of document, as appropriate.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

**TABLE & RULE: T 31 - 08 R 03.00****TITLE: Emergency and or Special Access Certificates in a Special Security File****AUTHORITY: N1-AFU-90-03****DATE MODIFIED:** 20 / May / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

AF Forms 2586, Enescorted Entry Authorization Certificate, backup and other similar data

**COLUMN C WHICH ARE:**

used to reconcile accountability of badges upon issue and turn-in

**COLUMN D DISPOSITION:**

Destroy 2 years after the badge has been turned in and destroyed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. (Defined in AFI 33-124) (Not covered elsewhere)

#### COLUMN C WHICH ARE:

at preparing, monitoring and intermediate activities

#### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table. 4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

### TABLE & RULE: T 33 - 46 R 19.00

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

delegations/designations of authority and additional duty assignments

#### COLUMN C WHICH ARE:

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

#### COLUMN D DISPOSITION:

Destroy when rescinded, superseded or obsolete.

### NOTES

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### **COLUMN C WHICH ARE:**

media neutral

#### **COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 02: PERSONNEL - PERSONNEL IDENTIFICATION AND PASS RECORDS

### TABLE & RULE: T 36 - 02 R 01.00

**TITLE:** Identification Credentials, Records for Identifying Personnel Permitted to Enter AF Installations, Restricted Area Badges

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### **COLUMN B CONSISTING OF:**

cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFI 36-3026(I), identification cards for members of the uniformed services, their family members and other eligible personnel

#### **COLUMN C WHICH ARE:**

permanently surrendered or confiscated

#### **COLUMN D DISPOSITION:**

Destroy immediately if not to be reissued.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.



# RECORDS DISPOSITION SCHEDULE as of 05 / Aug / 2019 - 12:13:03

## for NASIC / NONE / AIA NASIC / NASIC/XO / XO

### T 14 - 04: INTELLIGENCE - INTELLIGENCE POLICY AND PLANNING RECORDS

**TABLE & RULE: T 14 - 04 R 01.00****TITLE: Policy Directives and Copies, Planning, Production Planning Support****AUTHORITY: UNSCHEDULED****DATE MODIFIED:** 17 / Apr / 2019**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

nonstandard publications and letters that are directive in nature, which establish principles for all USAF intelligence (USAFINTEL) components of unified and specified commands, and the USAFINTEL series, policy directives, plans, production planning support, production surveys and studies, program monitoring, and collection planning data system reports incident to development and support production planning

**COLUMN C WHICH ARE:**

record sets at HQ USAF, policy directives that are information copies, HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of USAFINTEL responsibilities, missions and organization

**COLUMN D DISPOSITION:**

Disposition pending...

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 17 - 06: CYBERSPACE - GENERAL OPERATIONS

**TABLE & RULE: T 17 - 06 R 07.00****TITLE: Information Technology (IT) Management Documents****AUTHORITY: N1-AFU-88-01****DATE MODIFIED:** 02 / Jun / 2005**FROZEN RECORD:** No**CURRENT:** Yes**DATE APPROVED:****COLUMN B CONSISTING OF:**

related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)

**COLUMN C WHICH ARE:**

used to document the management of IT assets

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

### TABLE & RULE: T 25 - 03 R 01.00

**TITLE:** Support Agreements and Memoranda of Understandings (MOUs)

**DATE MODIFIED:** 03 / Oct / 2006

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-88-30

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Support Agreements and Memoranda of Understanding (MOU) that set procedures required or services to be rendered. Include reports and related records concerning the services rendered or assignment of real property and facilities to tenant or attached units; interservice support agreements and or related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; support agreements accomplished under other than AFI 25-201 and DoDI 4000.19, or procurement directives written outside the policy above.

#### COLUMN C WHICH ARE:

records and modifications relating to or about services rendered, assignment of real property and or facilities to tenant and units, regardless of location.

#### COLUMN D DISPOSITION:

Destroy 6 years after agreement is terminated. If an agreement is superseded, destroy the outdated version as soon as the new agreement goes into affect.

## T 33 - 45: COMMUNICATIONS AND INFORMATION - OFFICE SUPPORT

### TABLE & RULE: T 33 - 45 R 01.00

**TITLE:** Office Administrative Files and Schedule of Daily Activities

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**AUTHORITY:** DAA-GRS-2016-0016-0001

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

#### COLUMN C WHICH ARE:

related to the office organization, staffing, procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office

#### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 09.00

**TITLE:** Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action ALSO: Building of Office Services (Not Covered Elsewhere), Presentation Aids (Not Covered Elsewhere), General Reference Publications, Technical/Specialized Reference Materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS****TABLE & RULE: T 33 - 46 R 19.00**

**TITLE:** Delegations/Designations of Authority and Additional Duty Assignments

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

delegations/designations of authority and additional duty assignments

**COLUMN C WHICH ARE:**

correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation

**COLUMN D DISPOSITION:**

Destroy when rescinded, superseded or obsolete.

**NOTES**

- 10 See Table 36-26 for civilian personnel office authorities, Table 64-4 for designation and appointment of contracting officers, Table 37-3 for appointment of unit mail clerk, and Table 177-17 for appointment of cashiers and agents.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 46 R 27.00**

**TITLE:** Locator or Personnel Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

locator or personnel data

**COLUMN C WHICH ARE:**

cards, machine listings, rosters and comparable data

**COLUMN D DISPOSITION:**

Destroy when superseded or on reassignment or separation of individual.

**NOTES**

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 51 When the bottom of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 33-329, Base and Unit Personnel Locators, and 33-332, Air Force Privacy Act Program.)

### TABLE & RULE: T 33 - 46 R 31.00

**TITLE:** Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

#### COLUMN C WHICH ARE:

not a part of or needed to document another record series covered elsewhere

#### COLUMN D DISPOSITION:

Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 33 - 51: COMMUNICATIONS AND INFORMATION - RECORDS MANAGEMENT PROGRAM

### TABLE & RULE: T 33 - 51 R 02.00

**TITLE:** Files Maintenance and Disposition (Media Neutral)

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

Files Maintenance and Disposition Plan, Files Disposition Control Label and related records

#### COLUMN C WHICH ARE:

media neutral

#### COLUMN D DISPOSITION:

Destroy when superseded, obsolete or no longer needed.

## NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

### TABLE & RULE: T 36 - 32 R 14.00

**TITLE:** Supervisor's Employee Work Folder - Correspondence and Forms

**AUTHORITY:** DAA-GRS-2017-0007-0012

**DATE MODIFIED:** 28 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

correspondence, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual

#### COLUMN C WHICH ARE:

maintained by supervisor

#### COLUMN D DISPOSITION:

Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 68 HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

## T 65 - 02: FINANCIAL MANAGEMENT - BUDGET

### TABLE & RULE: T 65 - 02 R 07.00

**TITLE:** Budget Development - Other Than Budget Offices

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence and related information

#### COLUMN C WHICH ARE:

at other than budget offices

#### COLUMN D DISPOSITION:

Destroy 1 year after the close of the FY to which it pertains.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY

### TABLE & RULE: T 65 - 22 R 03.00

**TITLE:** Individual Attendance and Overtime (including Flexitime Sheets)

**AUTHORITY:** DAA-GRS-2016-0015-0003

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

#### COLUMN C WHICH ARE:

maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data.

#### COLUMN D DISPOSITION:

Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

### NOTES

- 13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.  
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
- 60 Supervisors may retain leave applications in office area until they are eligible for destruction.
- 60 Variable and flexitime records are held at supervisor's operating area until eligible for destruction.